

# THE SALTIRE



THE OFFICIAL  
STUDENT HANDBOOK  
OF  
ST. ANDREWS  
PRESBYTERIAN COLLEGE

# **The Saltire**

## 2000-2001

The Official Student Handbook  
of  
St. Andrews Presbyterian College

# The Saltire

is the cross in the form of the one on which St. Andrew suffered. It is borne on the banner of Scotland and is part of our school seal.

As the medieval knight carried the Saltire on his shield to aid him in battle, the Saltire is for

**you**

to take into action  
at **St. Andrews Presbyterian College**

The Saltire contains the essential information and guidelines you will need to follow as a part of the St. Andrews community.

Please read the handbook thoroughly, for you will be held responsible for its contents.

# where to go for help

Emergency	Contact	Building	Phone
Emergencies	Public Safety/ Campus Police	Belk	Ext 5111

General Local Emergency Referral	9-911
Laurinburg Police Department	276-3211
Laurinburg Fire Department	276-1811
Burris Health Center	276-5038
Scotland Memorial Hospital	276-2121

For Help With	Contact	Building	Phone
Academic Records	Registrar	LA	Ext 5221
Automobile Registration	Public Safety/ Campus Police	Belk	Ext 5112
Bicycle Registration	Public Safety/ Campus Police	Belk	Ext 5112
Reporting a Theft	Public Safety/ Campus Police	Belk	Ext 5112
Cashing Checks (under \$25)	College Bookstore	Belk	Ext 5308
Class Registration	Registrar	LA	Ext 5221
Club Information	Director of Student Activities	Belk	Ext 5148
Community	Dean of Students	Belk	Ext 5145
Honor Code Violations	SGA Attorney General		
Counseling	Career Services Center	LA	Ext 5003
(Career or Personal)	Counseling Center	Burris	Ext 5040
	Pathways		Ext 5040
Financial Aid	Student Financial Planning	LA	Ext 5562
Graduate School Info.	Career Services Center	LA	Ext 5003
Guests on Campus	Resident Assistant Resident Director Assistant Dean for Residence Life	Belk	Ext 5149
Health Services	Health Center	Burris	Ext 5040
Housing Information	Albemarle RD		Ext 5120
	Concord RD		Ext 5480
	Granville RD		Ext 5140
	Highland RD		Ext 5480
	Mecklenburg RD		Ext 5160
	Orange RD		Ext 5130
	Wilmington RD		Ext 5170
	Winston-Salem RD		Ext 5150
	Assistant Dean for Residence Life	Belk	Ext 5145
Lost and Found	Student Affairs Office	Belk	Ext 5145
	Public Safety/Campus Police	Belk	Ext 5112

**For Help With****Lost IDs****Parking/Traffic Tickets****Party Permits***(See Party Guidelines)***Physical Education  
Facilities****Publications****Cairn***(literary magazine)***Lance***(newspaper)***Lamp and Shield***(yearbook)***Contact**

Student Affairs Office

Public Safety/Campus Police

Public Safety/Campus Police

Business Office

Student Affairs

Director of Student Activities

Athletics Office

**Building**

Belk

Belk

Belk

LA

Belk

Belk

PE Ctr.

**Phone**

Ext 5145

Ext 5112

Ext 5112

Ext 5222

Ext 5145

Ext 5148

Ext 5274

Communications Office

LA

Ext 5670

**Reserving Rooms on Campus****Avinger Auditorium****Belk College Center****Cafeteria****Farrago****Gathering Place****Gym****LA Building****Morgan-Jones Science Bldg****Pate Hall Conference Center****Sinclair Dining Room****Vardell Building****Physical Education**

Registrar

Student Affairs Office

Director of Food Services

Director of Student Activities

Director of Student Activities

Athletic Office

Registrar

Registrar

Director of Auxiliary Services

President's Office

and Food Service

Registrar

Registrar

LA

Belk

Belk

Belk

Belk

PE Ctr.

LA

LA

LA

LA

Belk

LA

LA

Ext 5221

Ext 5145

Ext 5577

Ext 5148

Ext 5148

Ext 5274

Ext 5221

Ext 5221

Ext 5549

Ext 5001

Ext 5577

Ext 5221

Ext 5221

**Residence Hall Personal Problems**

Suite Leader

Resident Assistant

Residence Hall President or VP

Resident Director

Assistant Dean for

Residence Life

Belk

Ext 5149

**Residence Hall Maintenance Problems**

Work Order Hot-Line

Resident Assistant

Resident Director

Assistant Dean for

Residence Life

Belk

Ext 5149

**Room/Roommate Change**

Resident Assistant

Resident Director

Assistant Dean for

Residence Life

Belk

Ext 5149

**Security**

Public Safety/Campus Police

Emergency Radio Line

Belk

Belk

Ext 5112

Ext 5111

<b>For Help With</b>	<b>Contact</b>	<b>Building</b>	<b>Phone</b>
<b>Sell or Solicit on Campus</b>	Dean of Students (residential side) Business Office (academic side)	Belk  LA	Ext 5145  Ext 5222
<b>Transferring/ Transfer of Credits</b>	Registrar	LA	Ext 5112
<b>Withdrawal from Class</b>	Course Professor, then Faculty Advisor, then Registrar	LA	Ext 5221
<b>Withdrawal from College</b>	Faculty Advisor, then Office of Student Affairs Registrar's Office	Belk LA	Ext 5145 Ext 5221
<b>Working Off-Campus</b>	Director-Career Services	LA	Ext 5003
<b>Working On-Campus</b>	Director-College Work Study Director-Student Fin Planning Business Office Director of Food Service	LA LA LA LA	Ext 5561 Ext 5562 Ext 5222 Ext 5577

# **The Saltire**

## **Table of Contents**

### **INTRODUCTION.....11**

Statement of Purpose of the College  
The Code of Conduct/Community Honor Code  
Statement of Student Rights and Privileges  
Statement of Student Responsibilities

### **STUDENT SERVICES.....21**

- academic services
- bookstore
- career services
- check-cashing services
- computer services
- counseling services
- dining services
- disability and academic support services
- financial aid services
- health & wellness services
- ID cards
- library
- mail services
- registrar
- vehicle registration

### **CAMPUS LIFE.....33**

- clubs & organizations
- community service
- physical education & recreation
- student activities
- lake ansley moore
- "the wall" policy

## **RESIDENCE LIFE.....41**

- introduction
- residency & meal plan requirement
- restriction from college housing
- residence hall room deposit
- room inventory
- room/roommate change
- alcohol-free and/or smoke-free suites & rooms
- liability renters insurance
- room entry/inspection
- cable service
- computer hook-up
- fire protection
- laundry facilities
- telephone service
- vending machines
- work order hotline

## **ROLES OF THE RESIDENCE LIFE STAFF.....50**

- assistant dean for residence life
- resident director
- housing coordinator
- resident assistant- "RA"

## **RESIDENTIAL LIVING POLICIES.....52**

- administrative fines
- change in residential status-for medical reasons
- cooking, appliances, and food
- damages
- decorating rooms/suites
- electrical additions
- fire safety
- furniture
- keys
- lofts
- personal effects
- pets
- quiet hours



## **RESIDENTIAL LIVING POLICIES (continued)**

- roofs and/or balconies
- safety, mechanical, and electrical equipment
- single rooms
- smoking/non-smoking policy
- visitors and guests

## **CONDITIONS FOR CONTINUED MEMBERSHIP...62**

- alcohol and other drugs
- legal requirements of the State of North Carolina

## **COLLEGE POLICIES REGARDING THE CONSUMPTION AND HANDLING OF ALCOHOLIC BEVERAGES ....65**

- drunk, disruptive, or disorderly behavior
- public areas
- residence hall areas
- residence hall/suite/hall parties (**closed** parties)
- campus-wide functions (**open** parties)
- drinking games or contests
- campus parties
- party permits
- party guidelines

## **DRUG POLICY .....73**

- trafficking in illegal drugs
- illegal possession of drugs
- possession of drug paraphenalia
- suspension pending final disposition
- drug treatment and education

## **COMPLYING WITH REQUESTS FROM COLLEGE OFFICIALS.....77**

- convicted felons
- disorderly conduct/violation of laws
- fighting (physical altercation or physical assault)
- fire-setting or tampering with fire safety equipment
- harassment
- hazing
- misuse of college property

## **SEXUAL ASSAULT/RAPE POLICY.....80**

- sexual harassment policy and procedures

## **THEFT/DISHONESTY.....81**

- acts of dishonesty
- plagiarism, paraphrasing and the use of quotations
- property theft
- weapons
- fireworks

## **VEHICLE REGULATIONS.....85**

- bicycles
- traffic/vehicle rules
- traffic/vehicle violations
- guest parking
- overnight parking
- towed vehicles
- traffic fines processing

## **STUDENT JUDICIAL SYSTEM. ....89**

- system introduction
- basic philosophy and guiding principles
- student rights
- definition of terms
- judicial process
- hall council
- community hearing board
- administrative hearings
- appeal procedures
- sanction

## **STUDENT GOVERNMENT. ....106**

- introduction
- SGA leaders for 2000-2001
- constitution of the SGA
- election board by-laws and procedures

## **APPENDICES. .... 125**

### **appendix A. .... 125**

**joint statement on rights and freedoms of students**

### **appendix B. .... 137**

**sexual assault/rape policy**

### **appendix C. ....144**

**sexual harassment policy and procedures**

### **appendix D. ....151**

**grievance procedure for students with disabilities**

# introduction

## **Statement of Purpose of St. Andrews Presbyterian College**

St. Andrews Presbyterian College is a four-year, church-related, coeducational liberal arts and sciences institution, serving traditional and non-traditional students from diverse national, ethnic, and socioeconomic backgrounds. The College offers residential and non-residential undergraduate degree programs, certification programs, and special training programs. One of the first campuses designed to be barrier-free, St. Andrews takes particular pride in its historical commitment to accommodating students with physical disabilities.

St. Andrews breaks down intellectual and interpersonal barriers as well. In its academic programming, the College builds bridges across disciplines, developing students' abilities to understand the multiple perspectives necessary for addressing complex problems. Members of the faculty work cooperatively as teachers and advisors, while maintaining a commitment to scholarship and professional development in their disciplines. Through its integrated curriculum, the College seeks to graduate informed, articulate individuals, able to live and work productively in an expanding global community. Major programs further provide students with a depth of knowledge and with proficiency in the tools and techniques of at least one academic field, supplemented by an awareness of the questions of value implicit in all vocations.

As a College of the Church, St. Andrews embraces values deeply rooted in the Christian tradition: respect for the dignity of all persons; responsibility toward our natural and social environments; openness toward dialogue with other spiritual traditions.

True to the historical Presbyterian commitment to intellectual inquiry, St. Andrews views critical exploration in all disciplines as compatible with faithful living, insisting that faith without knowledge risks fanaticism, and knowledge without faith risks cynicism.

St. Andrews understands genuinely successful academic communities to be inclusive and student-centered. Responding to the needs of diverse learning constituencies, the College offers educational and residential environments, which enhance the academic enterprise through an array of career, technological and other support services. Due regard for healthy life-styles and physical well being is encouraged through athletic programs and the core curriculum. The College builds bridges to communities and the world of work beyond the campus, promoting experiential and service learning through internships, community service activities, and international travel/study abroad.

Finally, St. Andrews builds bridges to the future, believing that both institutions and individual require openness and flexibility to adapt to rapid change. The College therefore engages in systematic self-evaluation in order to maintain dynamic and relevant programs. It further encourages all members of its community to practice habits of lifelong learning and personal growth.

(Approved by the Faculty and the Board of Trustees, June 4, 1999)

# **The Code of Conduct for the St. Andrews Community**

(Accepted by the St. Andrews Community, Spring 1996)

## **preamble**

All members of the St. Andrews College Community must be responsible for their choices of behavior and make sure that these behaviors do not infringe upon other community members.

The College has the authority and responsibility to establish rules and standards, which may require academic, moral, and ethical behavior that is considered above the standards of society at large. The principal responsibility for proper conduct rests with students, and as much as possible, they all are encouraged to resolve conflicts of individual rights and responsibilities themselves. The College will become involved, however, when a student cannot resolve a conflict her/himself, when there exists a reasonable basis to believe that local, state, or federal laws have been broken; when there could be or is potential for personal harm or property damage; or when there exists a reasonable basis to believe that College conditions or policies have been violated.

St. Andrews requires students to obey local, state and federal laws. The College does reserve the right to hold responsible students whose behavior either on or off campus blemishes the College's general image or reputation, or otherwise evidences disregard for the safety, well being or rights of others. If a student is involved in an illegal act off campus, the College does reserve the right to initiate disciplinary action.

# **community honor code**

I promise to be a contributing member of the St. Andrews Presbyterian College community and supportive of its mission:

**To be responsible for my choices of behavior,**

**To be honest in all my academic endeavors,**

**To be respectful of the property and person of others,**

**And to live in harmony with the social and natural environments which sustain this community.**

## **statement of student rights and privileges**

St. Andrews is an academic and residential community dedicated to the development of the individual. All members of the St. Andrews Community are guaranteed certain rights and privileges so long as they abide by the conditions for membership in this community. For students these rights include, but are not limited to:

- A. The right to an education. This includes the reasonable and legal use of all services and facilities intended for the purposes of development and growth.
- B. The right to study and live in a safe environment in accord with the purposes of the College; the freedom to live in comfortable surroundings without fear, without humiliation and without destruction or diminution of self-esteem, integrity and personal character.
- C. The right to safety of persons and property. All individuals have the right to personal safety, to be free from offensive, riotous, unruly or disruptive behavior on the part of others. Included in this is the freedom from personal force, violence, and threats of personal abuse or harassment either as individuals or groups.
- D. The right to privacy of information. Individuals have a right not to have personal information displayed in public. Specific policies governing this right may be found in the "Family Educational Rights and Privacy Act." (Available in the Office of Student Affairs)



E. The right to pursue exercises of individual appreciation and to examine and discuss questions of interest. Students have the right to show support for any issue of general concern, to express opinions in a public manner, to participate or attend any public event, to pursue any line of inquiry so long as such an expression does not interfere with the rights of other Community members (including the other's ability to participate in the Community).

F. The right to be free to struggle with principles of conduct in an effort to determine their place within the St. Andrews Community. In order to provide for a community and a sense of shared governance, individuals have the ability to decide what their role will be in the Community. The scope of possibilities is not narrowed by the phrase "to be a contributing member," rather it is enlarged and individuals are entitled to choose their own aspect.

G. The right to give commentary on or to propose change to the Community. The Community functions by shared governance; any member of the St. Andrews Community may, through the proper channels, work to modify, enlighten or comment on the structure and nature of the Community.

H. The right to be protected from unauthorized search and seizure, as defined by state and federal law and, where applicable, College policy and regulation.

I. The right to due process within the college judicial system. Individuals have complete freedom and access to the college judicial system; this includes the rights to counsel, to meet in person one's accuser(s), the right not to testify against oneself; the right to a just hearing without delay; the right not to be held responsible for the same offense twice within the college judicial system.

J. The rights and privileges of a student shall not be waived without the specific and direct written consent of the student.

These rights herein stated represent an interpretation of, are guaranteed by, and find justification in the Joint Statement on Rights and Freedoms of Students(Appendix A) , the St. Andrews Code of Responsibility (Available in the Office of Student Affairs) and the St. Andrews Community Honor Code.

## **statement of student responsibilities**

A community is an assemblage of individuals who have come together for a specific purpose. In any community there are responsibilities that must be observed by the individual in order to live in harmony with the social and natural environments which sustain this community. Responsibilities, however, do not supersede rights. Individuals are expected to adhere to these responsibilities only when enforcement of them does not interfere with the rights of a Community member. In order to be a contributing member of the St. Andrews Community, all individuals are expected to adhere to certain levels of responsibility. These responsibilities include:

A. The responsibility to participate in the shared governance of the community. Governance of a community succeeds because it is popular. The individuals responsible for the character of the Community are not merely the elected leadership, but every member of the St. Andrews Community itself. Members of the St. Andrews student body are members of the Community and as such are expected to be aware of their role and potential in the Community as a whole.

B. The responsibility to respect and observe all duly established College regulations and policies and local, state and federal laws. The St. Andrews Community is part of a greater external community and our rules and codes of conduct function within the law. Consequently, all members of the St. Andrews Community are expected to follow all laws of the land.

C. The responsibility to respect the privacy and personal safety of others within the St. Andrews Community. In a community all behavior choices affect other members.

It is irresponsible and improper for one's behavior choices to deny freedom of participation to other members of the St. Andrews Community.

D. The responsibility to comply with requests from College officials. All members of the St. Andrews Community are expected to cooperate with College officials when the officials are carrying out their assigned duties.

E. The responsibility to respect and protect the property of the College. It is the duty of each student to report cases of persons inflicting damage to said property.

F. The responsibility to work within the St. Andrews Community to give to as well as to take from the whole; to make the Community a stronger, more capable body.

"St. Andrews students are members of a community. Conditions of membership are written in The SALTIRE, the student handbook. A copy of The SALTIRE is distributed to all students at the beginning of the Fall Semester and to students enrolling at mid-year at the beginning of Spring Semester. Students are expected to conduct their lives responsibly and with regard for the rights of others.

When a student chooses to act in ways contrary to the purposes, policies, and procedures of St. Andrews Presbyterian College, the College reserves the right to require the withdrawal of the student. This right is normally executed by the Dean of Students. Normal options for hearings and appeals apply as found in The SALTIRE." (From the 1999-2000 Academic Catalog, page 32-33)

Pending due process appeals (see Joint Statement on Rights and Freedoms of Students, Appendix A), in extreme cases, prompt and decisive action may be required before there is an opportunity to conduct a hearing, as in cases in which a student's continued presence on campus substantially impedes the orderly functioning of the college or constitutes an immediate threat to the well-being or property of members of the college community, or, the student requires more supervision than the College can reasonably provide. Students withdrawn involuntarily shall have a prompt meeting with the Dean of Students (or the Dean's designee) to review the behaviors which form the basis for the student's withdrawal. In some cases the student may be required to reside off campus and/or be given restricted access to the campus without being involuntarily withdrawn and pending the outcome of a hearing.

# **student services**

## **academic services**

For information on academic programs and regulations, please consult the Academic Catalogue or the Office of the Registrar.

## **bookstore**

Located in the Belk College Center, the College Book Store is open to students, faculty and staff on a regular basis. The Book Store is open 9:00 AM — 4:00 PM, Monday through Friday. Cash, checks, MasterCard, and VISA are accepted.

## **textbook refund policy**

No refund is made without a receipt. Textbook refunds will be given only with a drop slip. Full refunds will be given on new, unmarked books. Refunds cannot be given on used books unless there is still a need for them as determined by the manager.

Whenever possible, defective merchandise will be replaced rather than refunded.

## **career services**

The Career Services Center, located in the Students Health and Wellness Center on Elm Ave., helps students apply their undergraduate accomplishments and experiences to a variety of outcomes, including obtaining a job and/or gaining acceptance into graduate or professional schools. The Director of Career Services works with students to create a personal credentials portfolio that includes a professional resume, confidential letters of reference, and transcripts. The portfolio greatly enhances students' opportunities for success in the job market and/or in graduate or professional schools.

Through a wide variety of workshops and experiential learning activities, students learn how best to present themselves as they interact with potential employers and/or graduate school officers.

The Center also provides a broad range of other services, including on-campus visits by recruiters, participation in regional job fairs, a comprehensive library of career resources and graduate catalogs, current job openings, resume reviews, and assistance with internet job hunting.

Students should become acquainted with the staff and services of the Career Services Center as early as their first semester at St. Andrews. Early and frequent contact with this valuable resource is a key to success after graduation.

### **check cashing services**

Students may cash personal checks in the College Book Store (maximum amount \$25.00 per day) with a valid ID. Checks are cashed between 11:00 AM and 1:00 PM Monday through Friday.

### **computer services**

St. Andrews is fortunate to have a 9:1 student/computer ratio. There are seven student computer labs or classrooms on campus. General use labs are open 24 hours a day, seven days a week. More than 100 software programs are available to the approximately 250 computers on campus.

### **counseling services**

St. Andrews provides confidential personal counseling opportunities to full-time students. The mission of the counseling center is to assist students in recognizing and meeting the psychosocial challenges that are part of the college experience.

Individual and group counseling is available. Information discussed is held in strict confidence to the limits provided by law. No record of counseling is made on academic transcripts.

Brief counseling is available at no cost to students through the Student Health and Wellness Center located on Elm Avenue near the Vardell building. Professional counselors may make referral to outside agencies or practices. These outside sources charge for services. Operating hours are Monday — Friday, 9:00 AM to 5:00 PM. In case of an emergency, the duty nurse in Burris Hall or a Public Safety office will contact the on-call counselor.

### **dining services**

Soup, salad bar, deli, and all-you-can-eat fare provide a wide variety of good and nutritious food selections for students. Simply show your ID card and enjoy!

Hours of the Dining Room are subject to change depending on class schedules for each semester and will be posted. Guests are welcome at all meals. You may purchase a guest pass from the hostess before dining.

### **disability and academic support services**

Disability and Academic Support Services provides assistance to all students with disabilities. Every effort is made to arrange appropriate accommodations based on the student's disability. Disability and Academic Support Services also is committed to ensuring that all information regarding a student is maintained as confidential. All students with disabilities at St. Andrews are encouraged to register with Disability and Academic Support Services.



The services are meant to help students devise strategies for meeting college demands and to foster independence, responsibility and self-advocacy. The range of services and accommodations available through Disability and Academic Support Services include: Notetaking, Extended time on tests, Alternative Test Formats, Separate location for tests, Books on tape, Sign and Oral Interpreters, Technology (Franklin Language Masters and audiocassette equipment available for loan). Computer labs in several campus locations offer spelling-check software, alternative hardware, and higher desks. A computer with speech output, Zoom Text and a scanner with OCR software, Counseling -Individual counseling for academic, career, social or handicap access concerns. Referrals and Liaison services.

The Director of Disability and Academic Support Services also serves as the Americans with Disabilities Act (ADA) Coordinator. All questions about physical and programmatic access should be directed to Disability and Academic Support Services.

The Disability Committee meets two times each semester to discuss all physical, academic, and policy issues related to students with disabilities. Any student with a disability is welcome to attend and participate. The mission statement is located in the appendix.

Students with disabilities who believe they have been discriminated against on the basis of their disability may file a grievance with either the Director of Disability and Academic Support Services or the Office of the Vice President for Administration and Finance. The Grievance Procedure is located in the Appendix.

All of the services listed above are available at no charge to the student.

More Information Please Contact:  
Emily Silberberg, Director of Disability and Academic  
Support Services  
LA A-5  
(910) 277-5331  
emilys@andrews.sapc.edu

## **financial aid**

Located in the Liberal Arts Building in room 188, the Office of Student Financial Planning offers a comprehensive program designed to provide students with assistance in financial planning, to disseminate scholarship and grant information, to assign part-time jobs to students, and to assist students in securing educational loans.

Financial aid is normally awarded for the period of one academic year (September-May). It is necessary to complete financial aid application forms each year to be considered for financial assistance. It is important to apply as soon as possible after January 1st to ensure the best award packages possible.

Students placed on academic probation also receive financial aid probation for the same term. If still on academic probation the following term, students are ineligible for aid until probation is removed. If students drop below full-time at any time during a term, they become ineligible for certain aid programs. A conference with the Director of Student Financial Planning before dropping a course is advisable.

## **health and wellness services**

St. Andrews provides health and wellness education, routine medical and first aid services, and referral services to students in the Student Health and Wellness Center. The center serves as a walk-in clinic for all students and is conveniently located on Elm Avenue across from the Flora Macdonald Garden. The Clinic is open weekdays, 9:00 AM to 4:00 PM, and is available 24 hours for emergencies.

St. Andrews students may access the Student Health and Wellness Services when they feel assistance is needed to manage their health. Areas include, but are not limited to, illness, injury, physical or emotional stress, concern for pregnancy or sexually transmitted disease, alcohol or drug abuse, allergy or diabetes management, immunizations or other vaccines, counseling and/or referral, and international travel preparation. There is no charge for these services, however, if a student's presenting concern requires physician care, or if X-rays, diagnostic tests, prescription drugs, etc. are needed, the student will be referred to a local medical provider of the student's choice. A primary care arrangement, in conjunction with the College health insurance policy, is located one-quarter mile from campus. Scotland Memorial Hospital, located approximately one mile from campus, can provide emergency room and hospital services. Most medical specialties are available in the Laurinburg area. Students are financially responsible for medical services obtained off-campus.

All students are required to be covered under medical insurance and provide proof of adequate coverage to the Business Office and Student Health and Wellness Services. Information regarding insurance requirements and fees may be found in the Financial Planning section of the College Catalog.

## **ID cards**

All students will be issued an ID Card during registration. ID Cards are coded according to age. Upon turning twenty-one a student may obtain a new ID Card at no cost through the Office of Public Safety and Campus Police. Students, faculty and staff who need a new card may get one for a replacement charge of \$10.00 (per lost card). To get a new card, complete the form in the Office of Student Affairs and then proceed to the Office of Public Safety and Campus Police to get new card printed.

## **library**

The DeTamble Library houses more than 109,000 books and 335 periodicals plus the College Archives and the Scottish Heritage Center. A variety of reading and study settings is available, including an Automated Reference Center and the Reynolds Reading Room. The Library staff includes the Director, Catalog Librarian, Reference Services Librarian, Circulation Supervisor, and support staff.

### **Library Hours**

Monday through Thursday	8:30 AM - 10:30 PM
Friday	8:30 AM - 5:00 PM
Saturday	1:00 PM - 5:00 PM
Sunday	2:00 PM - 10:30 PM

Holiday, end of semester, and summer hours vary.

They will be posted on the Library doors and in various locations on campus. There is a book drop at the front of the Library for returning books

## **general library policies**

A student ID that has been validated for each semester and coded with a library barcode is required to check out books. Books circulate for 28 days and may be renewed unless requested by another patron. As each semester draws to a close, the circulation period is shortened so that all books are due on the last day of the semester. Exception: During spring semester, graduating seniors are required to return books and clear Library accounts by the day seniors' grades are due.

The Library sends up to four notices of overdue books, but it is the student's responsibility to know when the books are due and to see that they are returned on time. Patrons may view their own circulation records through the Library catalog. Fines are 20 cents per day for each overdue book (maximum \$5.00 per book).

At the end of each month, unpaid fines are turned over to the Business Office for billing to the student's account. Once the student's account has been billed to the Business Office, payment must be made to the Business Office.

Students may request Reserve Materials at the Circulation Desk. A current, valid ID is required to check out reserve items. Some reserve items may be checked out for overnight use one hour before the library closes and are due back within the first hour the Library opens the next day. Fines for overdue reserved items are 50 cents per hour (maximum \$5.00 per item).

Non-circulating materials (reference books and current and bound periodicals) are reshelfed daily. Circulating materials may be left on a table or carrel for up to three days, if requested by a written note that is signed and dated.

## **lost books**

**WARNING!** Any books not returned by the end of a semester will be declared lost and the student's account billed through the Business Office for the cost of the book (\$17.50 minimum and \$40.00 for books no longer in print) plus a \$15.00 non-refundable processing fee. If the book is returned, the student's account will be credited only for the cost of the book. Once the student's account is billed to the Business Office, any payments or refunds will be handled by the Business Office.

## **damaged books**

Students will be billed a \$10.00 charge for books that are returned damaged and need to be rebound. The student will be responsible for the replacement cost of the book (see "Lost Books" above) plus a \$15.00 non-refundable processing fee, if books are damaged beyond repair. Smoking, tobacco, food, and beverages are not permitted in the Library.

## **interlibrary loan service**

Books may be requested from other libraries for a \$1.00 service charge per title. Photocopies of periodical articles may be ordered from other libraries for 10 cents per page. Payment is required upon receipt of interlibrary loan material.

## **photocopy services**

Photocopies are available for 5 cents per copy; microfilm/fiche copies are 10 cents per copy. Change is available at the Circulation Desk. Personal copies (non-library materials) are limited to a total of 25 copies. If copies are needed which exceed this limit, use the Administrative Support Center (ASC) in the Liberal Arts Building.

The Scottish Heritage Center and the College Archives  
The College Archives may be used by appointment only.  
Contact the Catalog Librarian at 277-5044. The Scottish  
Heritage Center is located in the first floor wing of the  
Library. The hours are Monday through Friday 8:30 AM -  
5:00 PM

## **mail services**

All St. Andrews students are required to have mailboxes on campus in the Belk College Center or the commuter student lounge. The Office of Student Affairs assigns mailbox numbers to all students. There is no general delivery service to students' residence halls or rooms. Special Delivery letters and packages and UPS packages are delivered to the campus post office daily in the Belk Center for residential students and in the LA building for commuters. Hours of operation are posted on Belk Mail Room Window. Students residing off-campus must inform the Office of Student Affairs of their addresses. Students are also requested to notify all publishers and banks when departure time from St. Andrews is near.

Mail will be delivered to student mailboxes only if the addressee name matches the name of the student assigned to a specific box. With the exception of nicknames, all mail addressed to a name different from that assigned to a particular box number will be returned to sender.

Students are requested to complete a forwarding address form at the end of each academic year and after the summer session if in attendance. These forms should be filed with the Administrative Support Center (ASC, Liberal Arts Building, Room 187) at least one week prior to departure from the campus. In the absence of a forwarding address form, all mail will be forwarded to the address shown for the student in the student directory.

## **registrar**

The Office of the Registrar is located in the Liberal Arts building, room 133. The office provides information on class offerings, class schedules, graduation requirements. This office can approve schedule changes.

# **vehicle registration**

## **bicycles**

For the benefit of each owner, bikes should be registered with the Office of Public Safety/Campus Police as early as possible in the semester. This registration is free and is good for the entire time the bike is on campus.

## **motor vehicles**

(NOTE: Wheelchairs and golf carts operated by authorized personnel are not subject to the following)

## **regular registration**

All vehicles on campus must be registered with the College through the Office of Public Safety/Campus Police and bear the proper decal. Students may register only vehicles that are registered in their names or their parents' names. Proof of ownership must be shown if requested. Vehicles must be registered within one (1) week after the official class registration date. Any motor vehicle on campus after this time not displaying a registration decal will be subject to a fine. If a decal is lost or if a student wishes to register another vehicle, a second decal may be obtained for a fee. Registration decals are NOT transferable from one vehicle to another or from one student to another.



All vehicles registered must be in operable condition and bear a current inspection sticker and a current State registration. The decal must be displayed on the rear bumper or in the rear driver's side window. Only decals displayed accordingly will be considered valid.

### **temporary registration**

If a student has reason to have a vehicle on campus on a temporary basis, a temporary permit (limited to 14 days) may be obtained for a small fee from the Office of Public Safety/Campus Police.

# **campus life**

## **clubs and organizations**

Clubs and organizations at St. Andrews encompass a variety of interests: academic, athletic, religious, political, and social. Membership in most of them is open to any interested individual (there are a few that require a selection process). If students cannot find clubs that matches their interests, the Office of Student Affairs will assist them in organizing one that does.

### **Current campus organizations include:**

**Art Club**  
**Black Students Union**  
**Breaking the Mirror**  
**Business Club**  
**The Cairn**  
**Chapbook**  
**Chemistry and Other Science (CHAOS)**  
**Christian Student Fellowship**  
**Eco-Action**  
**Extravaganza Core**  
**Family and Friends**  
**Fellowship of Christian Athletes**  
**Highland Players**  
**Lah Assistants Program**  
**The Lamp and Shield**  
**The Lance**  
**Leadership Council**  
**Math/Computer Science Club**  
**Model United Nations**  
**Pathways**  
**Psychology Club**  
**Student Activities Union**  
**Student Athlete Advisory Council**  
**Student Athletic Trainers Association**  
**Student Government Association**  
**World Cultures Club**  
**Writers Forum**  
**WSAP Radio Club**

## **Honor organizations**

**Alpha Chi**

**Beta Beta Beta**

**Phi Gamma Mu**

**St. Andrews Honor Society**

## **advisors**

Advisors to student organizations are selected by the members of the organization, subject to the review of the Dean of the College and the Dean of Students. Advisors to student clubs serve in a non-voting capacity as official liaisons to the College administration and faculty.

## **financial business**

The Treasurer of the SGA is solely responsible for all funds of the SGA. No requisitions for funds of the SGA will be accepted by the Business Office without authorization of the Treasurer. The Treasurer receives proposed budgets from chartered organizations and clubs, submitted not less than one month prior to the end of the academic year, then formulates the budget. Final action on the proposed budget by the Student Affairs Committee and the Senate will be taken within one month of the beginning of the Fall Semester. It is the organizations' responsibility to keep detailed financial records and submit monthly reports to the SGA Treasurer for audit.

Student groups may not open bank accounts using College or student funds. All student and College funds must be handled through the St. Andrews Business Office.

## **guidelines for chartering an organization**

- A charter application with by-laws must be turned in to the Director of Student Activities
- Each club or organization must have an advisor from the faculty or staff of St. Andrews
- In order to ensure the diversity of Student Activities, "The Student Affairs Committee does not grant charters to clubs or organizations whose functions would overlap with those of an already existing campus organization or academic program" (November 29, 1983).

## **renewal of charters**

Each year, every club and organization on campus (unless otherwise stated in the SGA Constitution) must apply for a renewal of their charter. A charter is the College's official recognition of an organization and entitles the organization to apply for funds from the Senate and from other College sources. It also entitles the club to be listed in college publications and to be included in events that give recognition to clubs and organizations.

The Student Affairs Committee grants all charters and renewal of charters. The Director of Student Activities is the college administrator who has oversight of the process. Each spring, a letter is to be sent out to all clubs and organizations requesting charter renewal applications for the next year. The Director of Student Activities and the Chair of the Student Affairs Committee set the deadline for these applications in order to ensure that charters can be reviewed in a timely manner. The Director of Student Activities reviews renewal applications and makes a recommendation to the Student Affairs Committee. Organizations that do not complete this process in the spring will be allowed to apply for charter renewal no later than the end of September.

This deadline is to be adhered to so that the Senate of the Student Association can complete its allocation of funds to all chartered clubs and organizations who submit a budget request that is approved. New clubs may be chartered mid-year, but funding may not be available.

### **community service**

The Community Outreach Program at St. Andrews promotes unity between the College and the community through its involvement and volunteerism with community agencies.

Many opportunities for students to share their talents, resources, and time are available: students have worked for Habitat for Humanity, Scots for Youth (a bog brother/ big sister program), the American Red Cross, Scotland County Schools, the Scotland Memorial Hospital Medical Auxiliary, and more. The Coordinator of Service Learning serves as a resource to help students identify community service opportunities both on- and off-campus; to locate agencies and organizations that need assistance; and to find training to meet the qualifications needed for various agencies and organizations in the community.

## **physical education and recreation**

The physical education program for students, including academic classes, intramurals, athletics and recreational activities, has first priority on use of the facilities. The P.E. Center and other facilities may be open to faculty, staff, and other groups during designated afternoon and evening hours. Some areas may be used at times normally set aside for the physical education program if the program is not utilizing those areas. A student identification card is required for all persons using the physical education facilities.

## **fees**

Student fees are included in tuition. A reasonable fee will be charged for equipment such as weight pins, racquetballs, racquets, table tennis balls, and billiard balls.

## **guest privileges**

Guests of the college wishing to use the physical education facilities may request an identification card from the Physical Education Office. This card will indicate the dates it can be used. Students are allowed only out-of-town guests unless special arrangements are made through the facility director. A host must accompany the guest.

## **general rules for physical education facilities**

- Alcoholic beverages are prohibited at all outdoor and indoor sporting events, including intramural activities.
- Smoking is prohibited in all areas of the facilities.
- Street shoes may not be worn in activity areas. Use appropriate footwear, such as basketball or tennis shoes.
- Children under age 16 are not allowed in the weight room.

## **knight room**

- Equipped with two table tennis tables, a pool table, tables and booths in a fellowship area, and a large exercise area the Knight Room is open for your enjoyment.
- Please abide by the rules posted in the room.

## **swimming pool**

- Pool use is restricted to time when an approved lifeguard is on duty.
- No street clothes or shoes allowed on the pool deck area.
- Use common sense and observe good safety habits.
- No masks, snorkels, or scuba gear allowed except as approved.
- Shower before entering the pool area.
- No food or drinks in the pool area or balcony.
- Persons with infected skin will not be admitted to the pool area.

## **track**

- Flat shoes must be worn when using all-weather track.
- The track is to be used exclusively for walking or running.
- No bicycles, skates, or skateboards are allowed.

## **intramurals**

Many students participate in the St. Andrews intramural program, which is active throughout the regular academic year. Intramural competition is sponsored in basketball, billiards, horseshoes, racquetball, and volleyball. Additional activities and board games and various card tournaments are scheduled throughout the year.

## **student activities**

Many opportunities for involvement in social activities are provided for St. Andrews's students. Catering to a diverse student body, St. Andrews offers something for everyone. An array of social events sponsored by the Office of Student Activities. Residence halls, the Student Activities Union, and other clubs and organizations fill the calendar. Movies, parties, dance, athletic events, performing artists, comedians, coffeehouse entertainment, and novelty/variety shows are all highly anticipated events. Residence halls sponsor annual theme parties that are eagerly awaited. Extravaganza is a weekend party held annually every spring, with many traditional, fun events scheduled. Students and student groups may elect to host an event on campus in one of several venues. Students may reserve a specific venue through the Office of Student Affairs. The three places most often reserved for group usage are the Belk Main Lounge, Farrago and the Gathering Place.

Belk Main Lounge is often used for dressier events. The double doors can be opened out onto the verandah overlooking the lake. This space is good for student group usage as it is located in the Belk Center and is in the center of the campus and Food Service facilities for catering are close. The Belk Main Lounge is good for large groups.

Farrago is used most often for small concerts, comedians and or large parties. The space can handle large numbers of people and has a patio area, stage, capability to handle electrical needs of small bands and a small kitchen area. Farrago is good for large parties and is slightly removed from the residential portion of the campus. It is located in the woods just south of the Concord parking lot.



The Gathering Place is used for small meetings, informal get togethers for suites or organizations and for individuals to just hang out in. The Gathering Place has pool tables, Air Hockey, Darts, and various video games for student and community member guest usage. The Gathering Place is located in the Belk Center adjacent to the Belk Main Lounge and the MailRoom.

## **lake ansley moore**

### **swimming and boating**

Swimming and boating are permitted in the lake only at special events held by the College. A certified lifeguard must supervise swimming at such events. Students in violation of these policies are subject to disciplinary action.

### **fishing in lake ansley moore**

North Carolina state regulations require that anyone fishing with artificial bait must possess a valid NC fishing license. Fishing in the lake is open to the public along Dogwood Mile. Fishing from other campus locations is restricted to students, employees, and their IMMEDIATE family members (spouses and dependents only). St. Andrews is not responsible for any personal loss or any injuries by anyone using the lake at any time.

### **“the wall” policy**

The purpose of “The Wall” is to offer members of the community a venue for expression. Community members are allowed to paint on the white surfaces of the wall on the East Side of the lake only. Painting elsewhere will be considered vandalism and misuse of college property and will be dealt with appropriately. More information on “The Wall” policy can be found in the Office of Student Affairs.

# **residence life**

## **introduction**

The Residence Life program is designed to enhance students' total educational experience by utilizing the residence halls as living/learning environments. Programs, small group discussions, faculty involvement, and personal attention are all common to the education that occurs within the residence halls at St. Andrews.

Life in the residence halls is an integral part of the overall college experience. As new students leave their homes to become part of a community, their continued personal development is one of the College's first priorities. This community seeks to challenge individuals to develop autonomy and competence, manage emotions, establish identity, develop interpersonal relationships, appreciate and celebrate differences, and live with purpose and integrity.

The residential community at St. Andrews is designed to provide the structure necessary for academic success while allowing students maximum opportunity to experience the freedom of college life.

## **residency and meal plan requirements**

St. Andrews is a residential, liberal arts College where the daily living environment plays as important a role in student learning and development as the academic experience does. As a result, all full-time students are required to live on campus. The College does not normally offer on-campus housing for part-time students. The College will review, on a case-by-case basis, special requests of part-time students desiring to reside in the residence halls though requests are rarely granted for fewer than ten credit hours. A written request specifying the reason for living on campus as a part-time student must be submitted to the Dean of Students (or designee).

Exceptions to the policy requiring all full-time students to live on campus may be granted when one or more of the following apply:

- (1) living with parent, guardian, or other responsible relative within driving distance of the College,
- (2) married or a parent with custody of children,
- (3) 21 years of age prior to matriculation (first enrollment date) at St. Andrews,
- (4) in need of personal assistance beyond what the College can provide.

Requests for special permission to reside off-campus will be handled strictly on an individual basis. Written requests specifying significant documented reasons for living off campus should be submitted to the Dean of Students (or designee) at least 30 days prior to the beginning of the Semester for which the exception is intended. Students living off-campus without permission risk not being allowed to register or having their registration canceled and may face disciplinary action for violating college policy. Commensurate with these requirements, the college makes every effort to promote effective student learning and development beyond the traditional academic experience and into the everyday living environment of the residence halls.

In addition, all students except those who exempted for medical purposes are required to be on the meal plan with St. Andrews Dining Services. Requests for exemption from the meal plan requirement will be handled strictly on an individual basis. Students seeking such an exemption must obtain a Meal Plan Exemption Request Form, have it completed by a medical doctor and submit it to Associate Dean for Student Life who will, in consultation with the Director of Food Services and Student Health Services, render a decision.

These requests should be submitted at least 30 days prior to the beginning of the Semester for which the exemption is intended. Students must present their St. Andrews ID cards for scanning at all meals. Students leaving the dining hall to eat on the patio or use the restroom must again present their ID cards for scanning before re-entering the dining hall. Food or utensils may not be carried out of the dining hall area. Any student removing dishes or other equipment from the dining hall or providing food to an unauthorized guest will be reported to the student judicial system for violating the Community Honor Code. Any student or students throwing food or other items are subject to a \$50 fine per person involved.

### **restriction from college housing**

The College reserves the right not to house students who may be disruptive to the residential environment. It also reserves the right to cancel a housing contract when, in the judgment of the College, students have been found responsible for violations of College policy that reflect an inability to live within the Conditions for Continued Membership of the residential community. Since residency is a requirement, if students lose the privilege to reside on campus, their ability to continue as full-time students at St. Andrews may also be in jeopardy.

## **residence hall room deposit**

All students living on campus must purchase a Room and Board Contract before a room assignment can be made. The cost of the contract is \$100 and is applied to the student's account. A designated period is established by the Office of Residence Life for students to purchase a housing contract prior to the room sign-up period for returning students during Spring Semester. New students who have paid enrollment deposits at the College may purchase housing contracts during the late spring and summer prior to Fall Semester.

## **room inventory**

Each student must complete a Room Inventory Form (RIF) upon check-in to a residence hall room, noting the condition of the room. Any changes in room conditions and/or damages not noted on the RIF will be identified at check-out and appropriate charges will be assessed to the responsible student. If responsibility cannot be assigned to one person the responsibility for the charge will be split equally between the two roommates. A proper check-in and check-out must include a member of the Residence Life staff.

## **room/roommate change**

There are two opportunities scheduled during the academic year, one in the fall semester and one in the spring semester, when students may change rooms and/or roommates. This is done by filing a "Room Change Request Form" and receiving approval from the Assistant Dean for Residence Life (or designee). Copies of this request form are available in the Office of Student Affairs.

Students wishing to change to a single room must first be approved by the Business Office before proceeding with the "Room Change Request Form." This is done by filling out a "Single Room Request Card" in the Office of Student Affairs. The Office of Student Affairs will contact the Business Office and then notify the student of the decision. After the single room has been approved, the students may proceed with the "Room Change Request Form". Note that singles are approved as space allows and Freshmen generally are not approved for single rooms.

Any student who changes rooms without prior approval will be imposed a \$50 administrative fine as indicated on the back of the housing contract. No roommate changes may occur during the first three weeks of a semester without the approval of the Assistant Dean for Residence Life.

There are times when a student might be without a roommate. A student without a roommate (for whatever reason) will be notified to meet with the Assistant Dean for Residence Life in order to specify a desire to:

- (1) have the Housing Office make a new assignment,
- (2) choose a new roommate personally from the list of other students needing a roommate,
- (3) if possible, retain the room as a single room and be assessed one and one half times the double room rate. (Typically, first year students do not qualify for a single room).

Failure to follow this procedure will be understood as a statement of no preference and will result in a single room charge. The Office of Residence Life retains final authority to make room and roommate assignments.

## **alcohol-free and/or smoke-free suites and rooms**

The Residence Life Program offers alcohol-free housing in several residence halls, including designated rooms, suites and one entire residence hall. All First Year Student Suites are alcohol-free. Students who reside in alcohol-free suites agree not to possess or consume alcohol in those suites and are responsible not only for their own behavior, but also for the behavior of their guests concerning this policy. A complete list of alcohol-free housing spaces is available in the Office of Student Affairs.

Smoke-Free suites are designated throughout each residence hall. Students wanting to choose these options may do so by writing alcohol-free suite and/or smoke-free suite in the space for SPECIFIC ROOM REQUEST on the Housing Contract.

## **liability renters insurance**

The College does not assume any liability for the loss, damage, or theft of any personal property, or the damage or injury resulting from explosion, fire, mechanical failure of water, steam or gas lines, or from any defective wiring, or the negligence of any other occupants of the building.

Residents wishing to protect themselves from the possibility of such losses should cover their belongings with the appropriate insurance. It is to the students advantage to contact an insurance agency and obtain "renters insurance" (ask for the HO-4 type policy). These policies can be obtained in relatively small amounts and are a very wise buy. However, students may experience some difficulty in purchasing renters insurance unless the insurance company approached covers their automobile insurance or the various insurance policies carried by their parents. In some cases students may find they are covered under the terms of an existing homeowners policy carried by their parents.

## **room entry/inspection**

Authorized personnel have the right to enter any space or room in residence halls for the purpose of assuring fire prevention, health standards, safety, and maintenance. Normal maintenance procedures may require college employees to enter at various times during the year, including vacations. Normally, each Residence Hall is inspected at least twice a semester for a health, safety, and maintenance evaluation. A safety violation noted during a safety inspection must be corrected within 48 hours or an administrative action will be taken.

Consistent with the Joint Statement on Rights and Freedoms of Students - Section VI, B, the Dean of Students is the authorized person to approve residence hall room searches. The Dean must sign a letter prior to room entry, which states the reasons for the search and the objects or information sought. The student should be present if possible during the search.

Resident students have the primary right to study, learn and sleep in residence halls. Members of the Residence Life staff and other College employees are expected to respect the privacy and dignity of individual students at all times. Students, however, do not rent (as in an apartment) or own the space they are assigned on campus. That space is owned by the College and governed by institutional policies. Students sign a contract that includes terms and conditions of residency as set forth by the College. In doing so, they have accepted that they share with the institution, as defined by the institution, terms and conditions that govern their use of college-owned space. Those terms and conditions are set forth in The Saltire, the College Catalog and the Room and Board Contract.



## **cable service**

Each student residence hall room is cable-equipped with basic cable channels provided free of charge. Additional cable services are not available.

## **computer hook-up**

The residence halls are wired for computer hook-up to facilitate student access of the Internet and programs available through the college. Residents may connect to the campus network with the purchase of an ethernet card through the Computer Services Office.

## **fire protection**

Fire alarm systems exist in each residence hall for the protection of students. Fire extinguishers and smoke alarms are also located in each suite.

The Laurinburg Fire Department serves the college. It is a serious violation of state law and the Conditions for Continued Membership to tamper with fire protection equipment. Any student found culpable of a false alarm will be referred to Public Safety and Campus Police for investigation and potential referral for criminal prosecution.

## **laundry facilities**

Washing machines and dryers are available in each residence hall. These machines are owned, operated, and maintained by a private company on behalf of the College. These machines use coins and a card swipe. The ID cards may be programmed for unlimited laundry usage at registration for a semester fee.

For service related reports, contact the Office of Student Affairs or the number listed on the machines. For refunds on any money lost in these machines, contact the Business Office Ext., 5222, located in the Liberal Arts Building.

## **telephone service**

Each student's room is wired for local telephone service. Students must provide individual telephones. Long distance service is available only through Business Telecommunications Incorporated (BTI). Each applicant approved by BTI will receive an authorization code for access to the long distance network. All charges will be billed directly by BTI and are the responsibility of the person to whom the number is assigned. Students who wish to use another long distance company should obtain a telephone credit from a long distance carrier providing service to the Laurinburg community.

The College's telephone system is designed to restrict all toll charges from student telephones. The services noted above may be used for long distance calling. If collect calls are received, special fees may be assessed by the College to identify the responsible party and to collect the appropriate charges.

## **vending machines**

Vending machines for soft drinks and snacks are available in various locations in the residence halls and around campus. For refunds of any money lost in vending machines, contact the Business Office located in the Liberal Arts Building. For service related reports, contact the Business Office or the number listed on the machines.

## **work order hotline**

The Physical Plant, in cooperation with the Residence Life staff, has put together the Work Order Hotline to make reporting of problems easier for students. The Hotline number is Ext. 5411 and it is checked daily. To expedite the process it is important to leave a good description of what needs repair, your name, phone number, SAPC box number, and your building and room number. Please call the Office of Student Affairs (EXT. 5145) if the problem is not resolved in a timely manner.

A Maintenance or Physical Plant emergency is one defined as having the potential to cause injury, illness, or further damage to property. In an emergency situation contact the building RA, RD, or Public Safety.

## **roles of the residence life staff**

### **Assistant Dean for Residence Life**

The Assistant Dean is the senior student affairs staff member for Residence Life and is responsible for the development and maintenance of a residence life program that supports a positive living and learning community on campus. Additionally, the Assistant Dean may be designated by the Dean of Students to hold administrative hearings in cases of policy violations. The Assistant Dean reports to the Dean of Students.

### **Resident Director**

Resident Directors are responsible for supervising personnel and the total educational and developmental program within the residence hall. This includes supervision of the Hall Council, RAs, program development, policy enforcement and facility management.

Resident Directors are part of the student affairs staff, are College officials, and report directly to the Assistant Dean for Residence Life.

### **Housing Coordinator**

The Housing Coordinator is responsible for coordinating housing operations with the Assistant Dean for Residence Life. The Coordinator provides operational support for housing by assisting with: (1) housing assignments and room changes throughout the year; (2) residence hall statistical computations; (3) student billing from single rooms, damages, and other billing issues; and, (4) maintaining up-to-date hall rosters.

### **Resident Assistant - "RA"**

While these students are selected to serve as peer counselors and peer advisors, Resident Assistants are employees of the Residence Life Program and report to their individual building Resident Director and to the Assistant Dean for Residence Life. RAs are responsible for supporting the policies and pursuing the goals and objectives of the Office of Residence Life. The RA assists in the administrative operation of the hall, helps to ensure that the rights of students are protected and not abused by others, provides information about college services and resources, and helps to stimulate educational, cultural, social, and recreational programs in the residence hall.

RAs are paraprofessional staff at the level between the Resident Director and the individual hall members. If an issue cannot be satisfactorily resolved between members of the residence hall, it should be brought to the attention of the RA. If resolution is still unsuccessful, it is the job of the RA to refer the issue to the Resident Director or the Assistant Dean for Residence Life.

# **residential living policies**

## **administrative fines**

The College reserves the right to assess appropriate administrative fines for instances of disruptive or destructive behavior. Such fines are typically related to housing regulations or contractual expectations. Generally, incidents for which such fines are assessed will not be documented as violations of the Conditions for Continued Membership and will not impact the academic or social standing of the student. Cases where such fines are related to behavioral infractions will be referred for formal adjudication. Restitution charges for damages may also be assessed administratively as outlined in the housing contract. Students retain their right to appeal such fines to the Dean of Students.

The College reserves the right to assess such fines to the residents of suites or halls on a prorated basis. If those responsible for the fines are not named then the charges will be divided in equal proportion to all students in the hall or suite. Situations involving extenuating circumstances may be dealt with on a case-by-case basis.

Due process for such violations shall consist of written notice (either public notice via all hall posting, mail delivered via post box or hand delivered) of the intent to fine. The student will then have five (5) class days to schedule an administrative hearing. If no hearing is scheduled, the fine will be considered permanent. A list of typical fines is available in the Office of Student Affairs.

## **change in residential status for medical reasons**

Students are required to notify the Office of Student Affairs if they are temporarily leaving the residential community overnight(s) for a medical reason. Details of the reason for the leave of absence are not required. This communication can be facilitated through Health Services or Counseling Services.

## **Cooking, Appliances and Food**

- The following appliances are prohibited in the residence halls: open coil burners (hot plates), deep fat fryers, hot oil popcorn poppers, electric woks, electric griddles or grills, toasters, toaster ovens, electric hamburger cookers, indoor grills or open broilers and any high heat appliances or other appliances capable of heating grease to a burning point.
- If prohibited appliances are discovered during a room inspection, the occupants will be given 48 hours to dispose of the appliances in order to avoid administrative action.
- Under no circumstances may cooking appliances or refrigerators be used in bathroom facilities.
- Refrigerators of less than 4.1 cubic feet are permitted (one per room).
- Food kept in the residence hall must be stored in closed containers.
- All food utensils and food preparation devices must be cleaned immediately after use and not left in bathroom areas.
- Leftover food is to be thrown in garbage, *NOT* poured down sink or shower drains.
- Appliances or utensils left in bathrooms will be discarded.

- It is the responsibility of the student to ensure that any extension cords used are in proper condition and used appropriately. Students must use only UL Seal of Approval power strips, with built-in circuit breakers.

## **damages**

In the event of damage to a room or its furnishings, the College will charge the cost of repair to the occupants of that room until responsibility for such damage is determined. Such charges may include damage to the lock and exterior of the room door unless such is promptly reported to campus police as vandalism. The cost of repairs for damages to community areas of the residence hall will be charged to the appropriate suite or to all hall residents until responsibility for such damage is determined. In individual rooms where one person does not take responsibility, the cost for the damages will be shared between the two roommates equally.

## **decorating rooms/suites**

Residence Life encourages students to personalize their suite lounges and residence hall rooms and believes that decorating creates an atmosphere that is more comfortable and personal, thus promoting student satisfaction. Posters, banners, plants, etc. are recommended methods for decorating. Painting is not allowed in the rooms or hallways.

Students may purchase a Paint Permit from the Office of Student Affairs to paint one suite lounge wall (cost to be determined by the Physical Plant). No other areas in the residence halls may be painted. In order to get approval, the suite leader or resident(s) of the suite must submit a sketch and description of the mural/work to be to the Assistant Dean for Residence Life.

Residents may be required to pay a deposit to insure that work will be completed responsibly. The suite will be held financially responsible for the condition of their suite lounge following the painting. Failure to get prior approval for painting a suite wall is a violation of the Community Code.

### **electrical additions**

Each room is equipped with an adequate number of electrical receptacles. However, caution should be taken to not overload the circuits. Decorative lighting and other electrical additions pose a potential fire hazard and are prohibited. Residents may not install ceiling fans.

### **fire safety**

Fire drills are conducted at least twice a year in the residence halls. Community Members are required to participate in these exercises, by following the instructions of the residence life staff. All students should be familiar with the location of fire alarms, extinguishers and closest exits to them. A fire escape plan is posted in each suite lounge.

No college or personal property should be stored in hallways, bathroom or suite lounges because these items may impede evacuation during an emergency. A \$50 fine will be assessed to individuals who place items in hallways and/or suite lounges.

Flammable items are strictly prohibited in the residence halls. This includes lighted candles, fireworks in any form, ammunition, oil lamps, halogen lamps, etc. Items that may be flammable or deter in fire rescue may not be suspended in the room.



The Office of Student Affairs must authorize all Bonfires. Any unauthorized bonfires will be immediately extinguished and will result in judicial action. (See Bonfires)

## **furniture**

St. Andrews recognizes the importance and value of allowing students to make their living area as comfortable as possible. The college provides residents with a bed, mattress, desk, desk chair, and closet and drawer space. Residents may bring other items to decorate and personalize their rooms. However, college furniture may not be removed from the room.

Furniture is placed in suite lounges for the benefit of all students. Removing suite furniture is a violation of the Community Code.

Residence Halls may purchase outdoor furniture, benches, or swings for use in courtyards. Sofas, chairs, and other upholstered furniture is a fire hazard and inappropriate for use in courtyards. Any such furniture will be removed and discarded.

## **keys**

Each student is issued a room key and, where applicable, a suite key during check-in. These keys are the property of the College. Duplication of keys, possession of duplicated keys, or providing unauthorized persons with an original or duplicate of a College key are prohibited. All keys issued must be returned to a Residence Life staff member at check-out. A \$25 per key replacement cost will be assessed for a key that is lost or not returned.

## **lofts**

The Office of Residence Life does not recommend or suggest that residents build beds for their rooms. The College is NOT IN ANY WAY RESPONSIBLE FOR SUCH BEDS OR ANY DAMAGES OR INJURIES CAUSED BY THEIR USE.

## **personal effects**

Students are responsible for all items in their possession. Residential students are urged to lock the doors to their rooms prior to leaving. Any personal effects, valuables, or other property left in the residence hall at the close of the academic year shall be considered abandoned property and may be retained or disposed of by the college.

## **pets**

Out of respect to suite mates and animals, the college prohibits the keeping of all pets in residence halls. Restricting an animal to the confinement of a room is cruel. Subjecting suite mates to animals raises health concerns. Keeping of pets for any period of time in a residence hall room is a violation of the community code and may result in a \$50.00 fine.

The College also prohibits the feeding of any stray animals in and around the residence halls or anywhere on the College campus. Caring for these animals during the semester results in cruel abandonment when students leave for winter and summer break.

*NOTE: This policy does not apply to approved service animals.*

## **quiet hours**

Quiet Hours are designed to support and promote a productive living and learning environment. St. Andrews is both an academic and residential community and residents are expected to show consideration for others at all times by reducing excessive noise and eliminating disruptions.

Each suite in a residence hall is given the responsibility to establish a period designated as Quiet Hours from at least 11:00 PM to 9:00 AM Sunday evenings through Friday mornings and from 1:00 am to 10:00 am on Saturdays and Sundays (or 2:00 AM pending annual Hall vote). The suites may extend quiet hours to as long as all day for limited periods of time such as during exam weeks. Suite leaders will post Quiet Hours in each suite..

Noise during quiet hours that goes beyond the room in which it is generated and intrudes upon any other area of the residence hall will be considered excessive and in violation of the quiet hours policy. Residence hall rooms, courtyards, main lounges and other common areas are not to be utilized for instrumental rehearsal without the consent of the RA or Resident Director.

The primary responsibility for enforcement of quiet hours rests with individual suite members who have been distracted by the noise. Residence Life staff will intervene to support quiet hours in those situations when they encounter a disturbance or when a resident has been unable to accomplish a successful intervention.

Community members who visit in others' suites are responsible for abiding by the quiet hours established by that suite. A visitor who violates a suite's quiet hours may be required to leave the suite. A community member who

repeatedly violates quiet hours as a visitor faces a consequence of loss of privilege to visit any residential areas for a period of time to be specified through Hall Council or Administrative Hearing. A community member who repeatedly violates quiet hours within their own residential area faces judicial sanctions as designated by Administrative Hearing or the Community Hearing Board.

Non-community members or guests are also responsible to abide by the quiet hours established by the suite in which they are a guest. A guest who violates quiet hours may be required to leave campus immediately.

### **roofs and/or balconies**

Climbing on roofs or balconies is not permitted because of the high risk of serious bodily injury. This is a violation of the Community Code.

### **safety, mechanical and electrical equipment**

Residents will be subject to disciplinary action for tampering with safety equipment in a residence hall or any other facility on campus. Subsequent offenses may result in criminal prosecution and/or housing contract revocation and suspension from the College.

- **Ceiling/Wall Access** - Ceiling access and removal of ceiling tiles or other access panels is prohibited. This is a community code violation and subject to a \$100.00 fine.
- **Tampering** - Any student found tampering with electrical systems, telephone systems, cable systems, or other services or accessing information without authorization will be subject to administrative action as well as a \$100.00 fine. Further disciplinary action or criminal prosecution may be implemented as deemed appropriate under the circumstances.

- **Safety equipment-** Because the following items have been installed to protect our community members from harm, tampering with any of these items will be considered grounds for suspension and carries with it a \$500.00 fine. It is against the law to tamper with: fire extinguishers, fire alarms (sound a false alarm), smoke detectors, emergency exit signs, or the emergency lighting in hall ways.

## **single rooms**

Single rooms may be available at an additional charge. If a student's roommate moves elsewhere, the student who remains must find a new roommate or accept a new housing assignment made by the Office of Residence Life. If the remaining resident wishes to keep the single room he or she will be assessed the single room rate. Typically, First Year students do not qualify for a single room.

## **smoking/non-smoking policy**

(Approved by the Faculty September 27, 1994)

- Smoking is not allowed anywhere inside academic buildings on the St. Andrews campus.  
(Academic buildings include Liberal Arts, Morgan-Jones, Vardell, DeTamble Library and the PE Center.)
- Smoking is not permitted in common areas of the residence halls. Common areas are defined as main lobbies and stairwells
- Smoking is not permitted in suites that have been designated as smoke free.

## **visitors and guests**

Visitors are St. Andrews community members who spend time in any portion of a residence hall, other than the hall they are assigned to. Visitors are to abide by quiet hours as set by that hall, alcohol and smoking policies as designated for the hall, and all college policies.

*Guests* - Guests are not members of the St. Andrews Community.. Guests may visit the halls between 10:00 AM and 12:00 midnight, Sunday through Thursday and between 10:00 AM and 2:00 AM, Friday through Sunday mornings. A community member accepts full responsibility for his or her guest. All guest are to abide by the consideration policies established by the College and the suite.

*Overnight Guest* - A guest who will be staying past the established hours is considered an overnight guest. Overnight non-resident guests must be registered in writing with the Resident Director or RA. Roommates must agree to host an overnight guest. Overnight non-resident guests must be of the same gender as the suite member. Guests staying longer than forty-eight hours must have prior permission in writing from the Assistant Dean for Residence Life.

*Privacy Issues* - In order to respect the privacy of the other suite mates, guests and visitors of the opposite sex will use the public toilets available in the Main Lounges. It is inappropriate to shower in the facilities of another gender.

Guests are subject to all community standards. Any guest found in violation of college policy will be required to leave campus immediately or face possible arrest and trespass charges.

# **conditions for continued membership**

## **alcohol and other drugs**

### **introduction**

Freedom of choice and diversity of opinion have long been traditions at St. Andrews Presbyterian College. The College has never perceived its role to be one of telling students what they should or should not believe or what choices they should or should not make regarding various issues. The specific issue of whether or not to drink alcoholic beverages is no exception to this belief. The College believes that it has the responsibility to encourage and sustain a learning environment that both respects individual freedom and promotes the health, safety, and welfare of all members of its community. This responsibility, as it relates to alcoholic beverages on campus, carries with it the following expectations:

- That all those who choose to drink alcoholic beverages will do so within the boundaries of the laws, policies, and procedures set forth in this document.
- That those who choose to drink alcoholic beverages will do so responsibly. Irresponsible drinking may result in drunken driving, accidents, and, eventually, alcoholism.. Irresponsible drinking may often result in other side effects that are not conducive to the learning environment established by the college. The violation of state laws and the abuse of alcohol are deemed unacceptable by the college.
- The College believes that its alcohol policy should be carried out in a way that balances enforcement and education.
- The College believes that it has a responsibility to provide educational programs concerning alcohol and other substances with the overall objective of promoting an

environment conducive to responsible decision-making concerning alcohol use by all members of the campus community. It shall be the responsibility of the Student Affairs Office, in conjunction with other appropriate campus organizations and offices to implement this broad-spectrum programming.

### **legal requirements of the state of north carolina**

The following is a summary of the North Carolina General Statutes as stated in the Alcoholic Beverage Control Laws. The complete set of general statutes regarding alcohol consumption may be found in the Student Affairs Office. The College's Alcohol Policy is based on these statutes.

- It is against the law to sell or give beer, wine, liquor, or mixed beverages to anyone under 21 years of age.
- It is against the law for a person under 21 years of age to purchase or possess beer, wine, liquor, or mixed beverages.
- A violation of either item above by a person who is less than 21 years of age is a misdemeanor.
- Any under-age person who aids or abets another in violation of the above shall be guilty of a misdemeanor punishable by a fine of up to \$500 or imprisonment for up to six (6) months.
- Any person over the lawful age who aids or abets another in the violation of the above shall be guilty of a misdemeanor punishable by a fine of up to \$2,000 or imprisonment for up to two (2) years or both.



- It is unlawful for any person to obtain alcoholic beverages by using or attempting to use the following:
  - *Fraudulent or altered driver's license*
  - *Fraudulent or altered identification document other than a driver's license*
  - *Driver's license issued to another person*
  - *ID documents other than a driver's license that have been issued to another person*
- It is unlawful for any person to allow the use of his or her driver's license or any other official document of any kind by any person who violates or attempts to violate the laws stated above.
- A violation of the above, if the violation occurred while the person was purchasing or attempting to purchase an alcoholic beverage, will result in the court filing a conviction report with the Division of Motor Vehicles. Upon receipt of the conviction report, the Division of Motor Vehicles will revoke the person's license.

# **college policies regarding the consumption and handling of alcoholic beverages**

## **general policies**

1. Students, Faculty, Staff, their guests, and guests of the College are expected to comply with these guidelines and the North Carolina Alcohol Beverage Control Laws.
2. Consistent with state law, students under 21 years of age are not permitted to possess or consume alcohol. The penalties for violation of this law are:

- *First Offense*

WARNING (including an administrative meeting plus completion of "Alcohol 101" and/or community service)

- *Second Offense*

FINE (\$35.00) and REPRIMAND WITH PROBATION (including parental notification and a substance abuse assessment with mandatory education and/or community service)

- *Third Offense*

FINE (\$50.00) RESTRICTION (including mandatory attendance to a substance abuse psycho-education group. The student is responsible for the cost of the group, if any.)

- *Fourth Offense* SUSPENSION

3. Any guest of a student, faculty member, or staff member who is engaging in disorderly or disruptive behavior will be asked to leave the campus immediately and may not be welcome to return.

4. It shall be the general policy of this college that no multiple serving containers such as kegs and alcoholic containers of more than 32 fluid ounces will be permitted on campus. Under ordinary circumstances, the only event for which a student group may obtain permission to have kegs is Extravaganza. A written request for kegs must be approved by the Dean of Students. The penalty for first offense possession of a keg or other multiple serving container is normally not less than a \$50 fine and restriction; second offense, normally not less than a \$100 fine and suspension.
5. Alcoholic beverages are strictly prohibited in all academic buildings, the PE Center, at all athletic events, and on all athletic fields.
6. Possession or consumption of alcoholic beverages on campus is prohibited during athletic preseason training and during new student orientation (Fall and Spring Semester). Returning students who violate this regulation will be required to leave campus. New students who do so are subject to normal disciplinary procedures as described below.

### **drunk, disruptive, or disorderly behavior**

Drunk and disruptive, or disorderly behaviors are not acceptable choices of behavior. Persons whose alcohol consumption produces loss of self-control, abuse of the person or rights of others, excessive disturbance or destruction of property will be held accountable for their behavior.

- The penalties for drunk and disruptive or disorderly behavior are:

#### *First Offense*

Normally not less than REPRIMAND and RESTITUTION

### *Second Offense*

Normally not less than RESTRICTION and RESTITUTION

### *Third Offense*

Normally not less than revocation of the housing contract and SUSPENSION from the College for a semester.

## **public areas**

- No person shall consume alcoholic beverages or possess open original or secondary containers containing alcoholic beverages in a public area of the campus. The consumption alcohol is allowed by of age people during specific college permitted events or parties.
- The penalties for violation of this policy by students 21 or older are:

### *First Offense*

Normally not less than a written WARNING.

### *Second Offense*

Normally not less than a \$25 fine and disciplinary action that may include REPRIMAND with PROBATION.

### *Third Offense*

Normally not less than a \$50 fine and disciplinary action that may include RESTRICTION.

The penalties for public consumption of alcoholic beverages by students under age 21 are described above.

## **residence hall areas**

- Community members over the age of twenty-one may consume alcoholic beverages in residence hall rooms, suites, courtyards and main lounge.

### **Residence Hall/Suite/Hall Parties (CLOSED Parties)**

- The suite or Residence Hall members will adhere to the party guidelines and monitoring system set forth in this document.

### **Campus-wide Functions (OPEN Parties)**

- The organization or Residence Hall hosting the party shall adhere to the party guidelines set forth in this document.

## **drinking games or contests**

Participation in drinking games or contests is not an acceptable behavior choice. This activity can have a lasting negative impact on personal health and wellness, and will result in disciplinary action.

## **campus parties**

The College believes that social occasions are an important part of a living and learning community. Students are encouraged to host a variety of events that are fun, yet demonstrate responsibility and respect for the community. Parties are to promote healthy interaction between students, not just the consumption of alcohol. By following these guidelines, students over 21 years of age may consume alcohol. Ignoring these policies or the disregard for state law may result in the loss of party privileges or judicial action.

## **party permits**

**Residence Hall Party Permit:** A written form that includes information on the type, location, and level of a private event and lists the names of those individuals who agree to sponsor and be responsible for the event. A party permit can be used to obtain permission for the use of a public area for the party location under any level of event. Residents, residence halls, and suites can obtain party permits. A party permit does not need to be obtained for gatherings of fifteen people or fewer.

## **residence hall party permits**

Residence Hall Party permits will only be issued for Friday and Saturday nights. Common respect requires that hall residents and the RD work together in creating parties that are enjoyable and follow college policy. At least two hall members must sponsor a party. To plan a party the sponsors meet with the appropriate Student Life staff member, discuss plans for the party, and have a party permit signed by the staff member. Sponsors are responsible for following party guidelines, closing the party at the designated time, and after party clean up.

## **levels of events**

*Level One:* Sponsors should meet with the Residence Director at least two hours before the party, but out of respect to other residents it is better to give the RD a full day notice. The party sponsors and RD will discuss party plans and complete a party permit. Up to two level one permits in a specific hall may be arranged per day. A level one party is for groups of 20 or fewer and designates a suite lounge as the party site.

*Level Two:* Sponsors should meet with the Residence Director or Assistant Dean for Residence Life at least three days before the party, but out of respect to other residents it is better to give the RD as much notice as possible. The party sponsors and RD or Assistant Dean will discuss party plans and complete a party permit. A member of the hall council must also sign a level two permit. A level two permit is for groups of 50 or fewer and designates courtyards, main lounges, Granville Beach, or Belk Patio as the party site. Suite Lounges are not to be designated for events due to fire and safety concerns. Level two permits will not be granted for Suite Lounges.

*Level Three:* At least three sponsors must meet with the Assistant Dean of Student Life at least five days before a level three party to discuss party plans. The permit requires the signature of the RD and a member of the hall council. A public safety officer, to be paid by the sponsoring residence hall, must be present at the party to provide for safety, perform ID checks, and issue wristbands.

Level Three permits will be granted for Farrago, Granville Beach, Belk Main Lounge and the Belk Patio. Due to the size of these events Courtyards and Lounges in halls may not be used due to fire and safety reasons.

*Level Four:* A level four party is a campus wide party organized in conjunction with the Director of Student Activities and the Asst. Dean for Residence Life. Members of the sponsoring organization meet with the Student Life staff at least eight days before the event to discuss plans for the party and complete a party permit. The Dean of Students and the organization's faculty sponsor must sign the permit. Public Safety officers, to be paid by the sponsoring organization, must be present at the party to provide for safety, perform ID checks, and issue wristbands.

Level Four permits will be granted for Farrago, Granville Beach, Belk Main Lounge and the Belk Patio. Due to the size of these events Courtyards and Lounges in halls may not be used due to fire and safety reasons.

### **party guidelines**

- *Beverages* - All malt beverages must stay within their original containers. Only clear secondary containers are allowed at parties.
- *Clean up* - Out of respect for the hall community, the party area should be cleaned up prior to noon the following day. Failure to clean may result in the denial of future party permits.
- *Food & Non-alcoholic Beverages* - Snacks and non-alcoholic beverages will be provided by the event hosts, in sufficient amounts to provide for all in attendance at event.
- *Guests* - A current St. Andrews student, staff, or faculty member must sponsor any person without a St. Andrews ID. Both the sponsoring student and the guest must sign a Guest Registration Sheet. The sponsoring individual assumes responsibility for the conduct of the guest.



- *ID's* - Only valid IDs, such as student ID, driver's license, military ID, or passport, will be considered valid identification. Students must have their valid IDs with them at all times, and a person hosting the party must request identification from the person drinking.
- *Wristbands* - Wristbands of two colors will be issued to students: one color for legal drinkers and the other color for under-age non-drinkers. It will be a Community Honor Code violation for a member of the St. Andrews community to provide a drinking wristband to a person who is under-age.

# drug policy

Use of drugs, including alcohol, in such a way as to interfere with the maintenance of an environment of high standards of professional and personal conduct is seriously detrimental to our efforts to fulfill the mission of the College and is an unacceptable behavior choice. Sanction for the possession, use, and/or distribution of illegal substances range from reprimand to dismissal.

As a community, our concern is primarily for the individual and will encompass programs of intervention, education, and supportive counseling. Such an approach flows from our shared sense of responsibility for the well being of all members of the St. Andrews community. However, all local, state and federal laws will be observed regarding the possession, use, and distribution of illegal substances.

This policy complies with the Drug-Free Schools and Communities Act of 1989 (Public Law 101-226).

## trafficking in illegal drugs

- For illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, any controlled substance identified in \*Schedule I, NC General Statutes 90-89, or Schedule II (including, but not limited to heroin, mescaline, lysergic acid diethylamide, opium, cocaine, amphetamine, methaqualone), any student shall be suspended.
- For a first offense, involving the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Schedules III through VI, NC General Statutes 90-91 through 90-94 (including but not limited to manufacturing pentobarbital, codeine) the minimum sanction shall be suspension.

## **illegal possession of drugs**

Illegal possession of any controlled substance may be actual or constructive. Actual possession is established as occurring at the time and constructive possession is established by an individual's power and intent to control disposition. The fact that a controlled substance is found on premises controlled by an individual permits an inference that the individual knowingly possessed the substance.

- For a first offense involving the illegal possession of any controlled substance identified in Schedule I or II (including but not limited to heroin, mescaline, lysergic acid diethylamide, opium, cocaine, amphetamine, methaqualone), the minimum sanction shall be suspension.
- For a first offense involving the illegal possession of any controlled substance identified in Schedule III through VI (including but not limited to marijuana, pentobarbital, codeine) the minimum sanction shall be restriction with probation, for a period to be determined on a case-by-case basis. A person on probation must agree to participate in a drug education and counseling program, consent to and accept such other conditions and restrictions, including a program of disciplinary service, as normal judicial channels deem appropriate. Refusal or failure to abide by the terms of probation shall result in suspension.
- For a second or other subsequent offenses involving the illegal possession of controlled substances, progressively more severe penalties shall be imposed, including possible dismissal.

A list of specific drugs according to their Schedule designations can be found in the Supplemental Information Notebook in the Office of Student Affairs or DeTamble Library.

## **possession of drug paraphernalia**

Students should be aware of the State law pertaining to drug paraphernalia, and should take special note to those items legally defined as "drug paraphernalia." The use and/or possession of drug paraphernalia will be considered an additional charge when the illegal possession or use of any controlled substance is proven. This additional charge would affect how long a student would be placed on probation or suspension if found guilty of illegal drug usage or possession. For the possession of paraphernalia, the minimum sanction will be reprimand with probation.

## **suspension pending final disposition**

When a student has been charged by the college with a violation of policies concerning illegal substances, he or she may be suspended from enrollment or have the housing contract revoked before initiation or completion of regular disciplinary proceedings if the Dean of Students has reason to conclude that the person's continued presence within the college community would constitute a clear and immediate danger to the health or welfare of others. If such a suspension is imposed, an appropriate hearing of the charges against the suspended person shall be held as promptly as possible thereafter.

## **drug treatment and education**

Any student, who seeks help with a substance abuse problem, before a disciplinary situation arises, will receive assistance in gaining counseling without risk of disciplinary action. However, this action should not become a cover for continued drug abuse, and this remedy may only be used once by the same person.

St. Andrews does not have a drug treatment facility or the counseling resources to help students with drug problems that entail long-term counseling. However, The Counseling Center is available to help refer students to appropriate counseling resources, and can assist in short term counseling needs.

St. Andrews Presbyterian College recognizes the health risks that are associated with the abuse of substances. It will be the institution's responsibility to inform and educate the college community of these risks.

## **complying with requests from college officials**

Failure to comply with the requests of college officials (e.g. faculty members, administrators, public safety/campus police, student affairs or residence life staff, food service staff, and others) acting in the performance of their duties is a serious violation of the Conditions for Continued Membership. Such conduct, as failure to provide an ID, falsification of identification, or uncooperative or threatening behavior will result in disciplinary action that may include reprimand or restriction.

## **convicted felons**

Any student convicted of, or pleading guilty or nolo contendere to, a felony will be suspended immediately. It should be understood that no application for readmission will be considered for one full academic semester, however readmission is never automatic. During that semester, the suspended student is not allowed to enter college property without prior permission of the Dean of Students.

## **disorderly conduct/violation of laws**

Behavior that disrupts the regular functions of the St. Andrews community, including behavior that breaches the peace or violates the rights of others, is a violation of the Conditions for Continued Membership. This may include behavior that violates federal, state or local laws, even if formal charges have not been filed.

## **fighting**

### **(physical altercation or physical assault)**

Fighting in the form of physical altercation or physical assault is not an acceptable behavior choice and will result in disciplinary action for all involved. From pushing and shoving to hitting and choking, all forms of physical encounters between two or more persons will result in sanctions ranging from reprimand to dismissal.

## **fire setting or tampering with fire safety equipment**

The creation of a fire hazard, endangering the safety of persons or property through tampering with fire safety equipment, improper use and/or possession of inflammable or hazardous substances, fire setting, or arson are against College policy. Any violations may result in suspension.

Bonfires are permitted on the St. Andrews campus in a designated area. Permission to hold a bonfire must be received from the Office of Student Affairs. The request for a Bonfire must be made three days in advance of requested date. (See Fire Safety)

## **harassment**

The threatening of or verbal abuse directed toward any member of the College Community will be considered harassment. Harassment includes, but is not limited to, communication of a threat, defamation of character, verbal assaults, indecent language, and derogatory, sexist, or racist remarks or any behavior that puts another member of the College Community in a state of fear or anxiety.

For more detailed information on Sexual Harassment refer to the section on Sexual Harassment Policy and Procedures described later in this chapter.

## **hazing**

Hazing, defined as an act which endangers the mental or physical health or safety of a student or other person, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for membership in a group or organization. Hazing includes, but is not limited to, extended deprivation of sleep or rest, forced consumption of food, alcohol beverages or drugs, beating or branding. Hazing is a violation of NC State Law (NC Statutes 14.35 - 14.38).

### **Minimum Sanction Is Suspension.**

## **misuse of college property**

The unauthorized possession or use of college property including, but not limited to, the unauthorized use of college vehicles or of college keys is a violation of the Conditions of Continued Membership.

Misuse of computer facilities, including but not limited to:

- Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
- Unauthorized transfer of a file.
- Unauthorized use of another individual's identification and password.
- Use of computing facilities to interfere with the work or another student, a faculty member, or College official.
- Use of computing facilities to send obscene, abusive, harassing or disruptive messages.
- Use of computing facilities to create false IDs.

### **Minimum Sanction:**

**Reprimand, Loss of Privilege, Restitution**



## **sexual assault/rape policy**

St. Andrews values the health and safety of every individual on campus and expects students to treat other persons with respect and dignity. Any behavior which causes the sexual abuse/assault of another person will not be tolerated, is a violation of the Student Code of Conduct, and may result in sanctions up to a student's dismissal from the College. Disciplinary action on the part of the College does not preclude the possibility of criminal charges against the accused individual.

For more information about the College's policy and response as well as a guide to follow if you or someone you know has been assaulted, refer to Appendix B

## **sexual harassment policy and procedures**

St. Andrews has a special obligation to foster an environment that is based upon the moral and ethical foundations of the Church, according to the Statement of Purpose.

Sexual harassment in any situation is reprehensible. It subverts the mission of the College, and threatens the careers of students, faculty members, and staff. For specific information about the policy and the College's response and procedures, refer to Appendix C.

## **theft/dishonesty**

Acts of dishonesty, fraud, unauthorized use of facilities or equipment, and providing false information are all forms of theft or dishonesty. These are violations of the Community Honor Code and will be dealt with in the following manner:

### **acts of dishonesty**

- Fraud, e.g. bouncing bad checks.
- Furnishing false information to any College official, faculty member, or office; possession of a fake ID.
- Tampering with the election of any College recognized student organization.
- Cheating
- Plagiarism

### **Minimum Sanction: Restriction with Probation**

## **plagiarism, paraphrasing and the use of quotations**

Plagiarism is a Community Honor Code violation. It is the presentation of another's words or ideas as one's own, and thus is an instance of stealing, cheating, and lying.

Institutions need to make clear what ethical principles guide the writing of critical essays and papers. This statement is made in order to clarify some of these points and to forestall claims of innocence and ignorance regarding plagiarism in its two most common forms: the use of direct quotations and paraphrasing.

Webster's New Collegiate Dictionary defines plagiarizing in this way:

"To steal, purloin, and pass off as one's own the ideas, words etc. of another."

If a student deliberately copies the exact words of a clause, sentence, or paragraph written by another without enclosing these words in quotation marks (or otherwise indicating a direct quote) and citing the source in a footnote, the student is guilty of plagiarism. If a student presents ideas of another person in his or her own words without citing the source in a footnote or parenthetical note, the student is guilty of plagiarism also. The mere fact that the student has not quoted the author's words directly does not absolve the student from the responsibility of giving credit for ideas from sources other than his/her own. Plagiarism can be avoided by following careful procedures when paraphrasing and using quotations.

Webster's New Collegiate Dictionary says that to paraphrase is *"To say the same thing in other words. A restatement of a text, passage, or work, giving the meaning in another form."* In general, the procedure for paraphrasing is this: the student should read the material to be paraphrased as often as necessary to grasp the substance of the writer's idea. Then, without referring to the source, the student should write a version of the idea. Finally, the student should check his/her statement against that of the original source in order to be sure that (1) the student has not unconsciously reproduced the author's words and (2) the student has accurately represented the thought of the source. Then the student should cite the source of the paraphrase in a footnote or parenthetical note. Good scholarship requires the limited and discriminating use of quotations. The student should use quotations only when there exists the need to reproduce precisely the author's position or to show that the writer's phrasing was so vivid or felicitous that the student could not improve upon it.

A critical essay or research paper should not consist of a series of paraphrases and quotations. The student must learn to remember the source of the ideas and information, and must clearly cite those sources relied upon. In addition, the paper must show in writing that the student can analyze, interpret, and evaluate the source materials, which are encountered.

Academic dishonesty is a violation of the Conditions for Continued Membership. Academic dishonesty carries with it two actions. First the student and faculty member must meet. It is entirely up to the faculty member to decide what action will be taken regarding the student's status in the class. Second, the case must be adjudicated through the student judicial system. Minimum sanction for academic dishonesty is Reprimand, which includes a four-month probationary period.

## **theft of property**

Theft is a serious breach of the community standards because it destroys trust. Possession of stolen goods or the unauthorized use of automobiles, credit cards, calling cards, or identification is theft. Removing materials from the Library without checking them out and/or mutilation of any library materials is considered a Community Code Violation (theft).

## **Minimum Sanction: Suspension**

### **weapons**

North Carolina law (House Bill No. 499, April 1971) "strictly prohibits the possession of any gun, rifle, pistol, bowie knife, dagger, switch-blade knife, explosive of any kind, etc.," on any college campus, public or private. Thus, any item that might reasonably be considered a weapon, functional or non-functional, is prohibited from the St. Andrews campus.

Possession of a firearm on campus, either in the residence hall or in the vicinity thereof, is a very serious violation of College policy, will severely jeopardize a student's ability to continue at St. Andrews and will be dealt with according to State Law.

### **fireworks**

North Carolina law prohibits the use of fireworks.

## **vehical regulations**

### **bicycles**

The following rules govern bicycle use on campus; violations are subject to administrative fines:

- Bikes are not to be stored inside the buildings.
- Bikes are not to be operated on the wheelchair ramps at either end of the Causewalk or on the upper level of the Belk Building.
- Bikes are not to be operated inside any building on campus.
- Skateboards, roller blades and/or other wheeled conveyances are subject to the same rules as bikes and are therefore not to be ridden or worn inside any buildings on campus, including residence halls.

Use caution when riding on the walkways and when approaching blind corners.

### **traffic/vehicle rules**

- The student in whose name a vehicle is registered is responsible for any citation given while the vehicle is parked. In the event of a moving violation, the person operating the vehicle is responsible. If the operator of the vehicle is not a St. Andrews student, then the student in whose name the vehicle is registered is responsible for any tickets received.
- The maximum speed limit on campus at all times is 20 MPH. The speed limit on Magnolia and Elm streets is 25 MPH. The speed limit on Dogwood Mile is 35 MPH. Pedestrians, wheelchairs, and waterfowl will be given the right-of-way at all times.
- All vehicles must be parked so that the parking decal is clearly visible from the street or parking lot. Backing into a parking space is strictly prohibited and a citation will be issued for this violation.

- Motorcycles, motorbikes, mopeds, etc. may only be parked under the west overhang of Concord Hall or the north overhang of Winston-Salem Hall. When parking bikes at these locations the bikes must be pushed, not ridden, to and from the Halls.

## **traffic/vehicle violations**

Violations of the following parking and moving vehicle regulations will result in a fine and/or suspension of campus vehicle privileges:

- Unauthorized parking in a reserved space (designated)
- Parking in excess of time limit one (1) hour in the Belk Circle
- Parking at any yellow curbs
- Blocking Wheelchair ramps
- Driving vehicles to residence halls is prohibited, as is driving on grassed areas or ramps. Exceeding a safe speed, careless and reckless driving on campus
- Operating a vehicle on the Causewalk (The causewalk is for wheelchairs, pedestrians and bicycles only.)
- The service road leading from Dogwood Mile to the cafeteria is for deliveries and employee parking only. No student vehicles are allowed in this area.
- Parking is not allowed on or adjacent to the driveway to the Liberal Arts building or on or adjacent to the drive way to the Liberal Arts Building over-hang.

*NOTE: With the exception of driving to a residence hall, all fines double after the first offense. After the third violation the campus vehicle privileges are subject to being withdrawn.*

## **guest parking**

Any student having a guest on campus must contact the Office of Public Safety/Campus Police for a parking permit. Temporary permits for groups on campus will be coordinated with sponsoring individuals and the Chief of Public Safety/Campus Police.

## **overnight parking**

Overnight parking is only permitted in designated lots. No overnight parking is permitted on streets.

## **towed vehicles**

The College reserves the right to remove any vehicle that is illegally parked, not registered or parked in such a way that constitutes a hazard, impedes vehicle or pedestrian traffic, blocks the operation of emergency equipment, or interferes with services. Owners are required to pay all costs involved in the removing, impounding and storing of such vehicles. St. Andrews Presbyterian College is not responsible for damages to, the loss of, or theft from towed vehicles. If you believe that your vehicle has been towed, please contact the Office of Public Safety/Campus Police.

## **traffic fines processing**

- Traffic fines may be paid in the Business Office in LA Building. A copy of the ticket must be presented in order to process the fine.
- Community Members have the right to appeal traffic tickets. They may exercise this right through written appeal to the Dean of Students Office within five business days from receipt of ticket.
- The Dean of Students is empowered to resolve complaints about tickets for visitors.
- A traffic court consisting of a Student Affairs staff member and two students will consider the appeal. The traffic court shall determine its operating procedures.



The decision of the traffic court shall be final.

The following reasons will not be accepted as grounds for appeal:

- Lack of knowledge of traffic regulations
- Being late for class or an appointment
- Inability to locate a legal parking space
- Mechanical failure of vehicle if ticket was issued for a valid reason
- Inclement weather

# student judicial system

## A. SYSTEM INTRODUCTION

The purpose of the Student Judicial System is to support the educational mission of the College and provide a clear set of procedures to be followed to determine if a student has violated the College's Conditions for Continued Membership (Code of Conduct), and in those cases in which it has been determined that the student has violated code, to impose appropriate sanctions.

Judicial powers shall be vested in the Residence Hall Councils, the Community Hearing Board, and the Dean of Students. It is recognized that this judicial system is provided for by the faculty as stated in the Faculty By-Laws, Article VI, and Section 3. As noted in that section, the ultimate authority rests with the President of the College as empowered by the Board of Trustees.

Judicial cases occurring at the beginning of Fall Semester (before hearing bodies are fully trained) or the end of the Spring Semester (too near final exams for Hall Council or Community Hearing Board action) may require administrative adjudication by the Dean of Students (or designee). In such cases, the Dean of the College shall be the appellate body.

## B. BASIC PHILOSOPHY AND GUIDING PRINCIPLES

St. Andrews Presbyterian College is a church-related, educational institution within the liberal arts and sciences tradition. Its primary mission is educational and student-centered. The Student Judicial System reflects, supports, and is to be evaluated by this primary educational mission of the College.

The Student Judicial System is not a court of law; it determines responsibility, not culpability. When a judicial body holds a hearing on an incident it reaches a finding not on the "guilt" or "innocence" of a student but on whether the student was responsible or not responsible for the actions in question. St. Andrews is a community and an educational institution. The purpose of the College is not to punish people for crimes, but rather to empower individuals to exercise accountability.

**Preponderance of Evidence** — A decision in the Student Judicial System is based upon a preponderance of evidence. Black's Law Dictionary (6th edition) defines a preponderance of evidence as "that which best accords with reason and probability." There must be clear and convincing proof of a compelling argument. An assignment of responsibility reflects the strength and reliability rather than the volume of the evidence.

**Double Jeopardy** — It is against the tenets of the St. Andrews Judicial System for an individual to be tried for the same offense twice. In this sense, it is considered double jeopardy if an individual is adjudicated for the same incident more than once under the Student Judicial System. It is not double jeopardy for a student to be held accountable in multiple jurisdictions (e.g. adjudication by the college does not preempt, but is separate from local, state or federal law, and vice versa).

### **C. STUDENT RIGHTS**

Consistent with the Joint Statement on Rights and Freedoms of Students (The Saltire, Appendix A) and the St. Andrews Code of Responsibility (The Saltire, see introduction), the Student Judicial System affirms the following rights for students:

- To a hearing before a regularly constituted hearing committee
- To be presumed innocent until responsibility is demonstrated by “a preponderance of the evidence” or “clear and compelling evidence more likely than not”; the “beyond a reasonable doubt” standard is not applicable
- To timely notification of a hearing and a reasonably detailed written statement of the accusation
- To testify on one’s own behalf (including written and oral statements and physical exhibits) and to have material witnesses testify at the judicial hearing
- To be present at all phases of a hearing except deliberations, and the right to examine and refute evidence introduced at the hearing
- To decline to testify at a hearing. Students are reminded, however, that the hearing is not a formal judicial or criminal proceeding, and a hearing board/officer may reasonably draw negative inferences from a refusal to answer questions or otherwise participate or cooperate in the hearing process.
- To receive a timely written decision
- To have confidentiality protected, as provided by the Family Educational Rights and Privacy Act
- To an appeal or review of the original hearing
- To be accompanied and assisted by an advisor at all phases of the hearing except the deliberations, provided that the advisor is a student or faculty/staff member of the St. Andrews Community.

The advisor's role is solely to observe and advise the student and not to participate in any way in the hearing, including questioning witnesses or addressing the hearing body. No person from outside the St. Andrews community is permitted to participate formally or informally in any judicial proceeding, unless called as a witness.

#### **D. DEFINITION OF TERMS**

The *Case Referral Panel* is comprised of the SGA President (or designee), Attorney General, Student Defense, Chair of the Student Affairs Committee (or faculty member appointed by Chair of Student Affairs Committee) and Dean of Students. The Case Referral Panel meets on a regular basis throughout the semester to review Incident Reports and decide on the disposition of the cases involved. Specifically, the Case Referral Panel, after review and deliberation, refers a case to one of three hearing venues: (1) Administrative Hearing with the Dean of Students (or the Dean's designee), (2) Community Hearing Board, or (3) a Residence Hall Council.

The *Community Hearing Board* is comprised of 3 students (positions are normally filled through general elections from student body) and 2 faculty members (appointed by FEC). The Community Hearing Board will hear cases involving alleged violations of the Community Honor Code, of the Conditions for Continued Membership, and any other violations specified in the College regulations, which have been referred by the Case Referral Panel.

The *Residence Hall Council* is comprised of all hall members including RAs. Cases normally referred to a Residence Hall Council include those involving actions specific to that Residence Hall. Examples may include lesser cases of vandalism, destruction of property, and disorderly conduct and repeated quiet-hours violations.

## **E. JUDICIAL PROCESS**

Most judicial proceedings are initiated when a written Incident Report is filed in the Office of Student Affairs. Students, faculty, administrators, or staff members can file charges of code violations. Incident Reports are reviewed by the Case Referral Panel on a regular basis.

The Case Referral Panel, after review and deliberation, may refer a case to one of three hearing venues:

(1) Administrative Hearing with the Dean of Students (or the Dean's designee), (2) Community Hearing Board, or (3) a Residence Hall Council. The Case Referral Panel may first seek to have the persons involved mediate their dispute before making a referral or the Panel, finding little or no merit in the charge, may take no action. The right to appeal applies in all hearing venues.

### **Notice of Charge**

If, after review, the Case Referral Panel determines that the College should take hold a formal hearing, a written notice will be delivered to the accused student at least four days prior to the scheduled hearing.

The notice will (a) inform the student of the behavior that allegedly violates policy, (b) identify the origin of the incident report, (c) state the student's responsibility to meet with the assigned hearing body, and (d) indicate a date by which the student is to appear before the hearing body.

Cases normally referred to the Dean of Students for Administrative Hearing include:

- violations for which **SUSPENSION** is the minimum recommended sanction. This includes incidents where multiple violations have occurred and the composite or cumulative recommended sanctions would be **SUSPENSION**.

- incidents involving the use, possession or sale of drugs and/or drug paraphernalia.
- setting fires or tampering with fire safety equipment.
- cases dealing with fireworks, firearms, or weapons on campus.
- incidents involving students charged with violations that would be considered by the civil/criminal system to be a felony.
- cases involving civil or criminal action against a student include:

**hazing violations**  
**sexual harassment and/or assault**  
**possession of lost or stolen property**  
**alcohol violations (third and fourth offenses)**  
**stealing**

Cases normally referred to the Community Hearing Board include:

**alcohol violations (first and second offense)**  
**disorderly conduct (cases not dealt with by the Residence Hall Council); fighting**  
**academic dishonesty violations**  
**failure to comply with a College official**

Cases normally referred to a Residence Hall Council include:

**lesser cases of vandalism**  
**destruction of property**  
**disorderly conduct**  
**repeated quiet-hours violations**

## **meeting to admit or deny charges**

In a judicial hearing, the student will review with the hearing body the charge(s) and admit or deny responsibility. If responsibility is admitted, the case will be adjudicated in the hearing, with appropriate sanctions imposed. If the student denies the charge(s), the case will continue to be heard by the hearing body.

## **waiver of hearing**

An accused student who fails to attend a hearing by the date set in the Notice of Charge without just reason for doing so, waives the opportunity for hearing. In such cases, the hearing will go on without the student present and the hearing body may find that the accused student has committed the alleged act of misconduct and may impose sanctions against the student. Failure to attend appointments and hearings will not be accepted as grounds for continuance or appeal.

## **obligations of students in the hearing process**

- To cooperate fully with the hearing body, to answer all questions truthfully and specifically, and to facilitate the discovery of truth however possible
- To give all testimony truthfully and honestly. All testimony given before boards is assumed to be under oath or affirmation



## **F. HALL COUNCIL**

Confidentiality is essential to the protection of the rights and personal integrity of all individuals involved in a case. Hall Council members, the accused, and witnesses all are required not to discuss proceedings with anyone outside of the hearing or meeting. Maintaining confidentiality is not just a premise that is hoped for, it is an explicit duty of the Hall Council members and others involved in the case. The integrity of each individual involved is at issue, and one of the prime tenets of the Judicial System is to uphold this integrity irrespective of case outcomes.

- The Hall Council President is elected through hall elections. The President will convene the hall in general session to hear cases referred by the Case Referral Panel. The President will serve as moderator for the hearings.
- The Hall Council Vice President is elected through hall elections and is responsible for maintaining all records of the proceedings and correspondence with the Dean of Students.
- Hall Council is comprised of all hall residents and RAs.

## **membership responsibilities**

Council members will meet the following requirements for membership:

- Maintain confidentiality and remain unbiased during hearing and deliberations.
- Agree to follow college policy.
- Refrain from voting if there is a conflict of interest between accused and hearing member.

## **procedures**

- All testimony presented to the Hall Councils is given under affirmation or oath. Any false testimony is a serious violation of the community code and may lead to serious penalties.
- The Hall Councils will meet on a as needed basis in order to review cases. Meetings notices will be posted in residence hall at least four days in advance of hearing.
- The Hall Council will recommend sanctions to the Dean of Students with the verdict of responsibility. The sanctions in the Saltire are recommended minimum sanctions and should fit the action.
- All actions of the Hall Councils are reported to the Dean of Students.
- Typical sanctions a community hearing board may impose are as follows: warning, reprimand with probation, restitution, loss of privilege, living and learning contract, and disciplinary service.
- Failure to appear before a Hall Council may bring about the finding of responsibility and the student may lose his/her right to appeal.

### **F. COMMUNITY HEARING BOARD**

Confidentiality is essential to the protection of the rights and personal integrity of all individuals involved in a case. Board members, the accused, and witnesses all are required not to discuss proceedings with anyone outside of the hearing or meeting. Maintaining confidentiality is not just a premise that is hoped for, it is an explicit duty of the Community Hearing Board members and others involved in the case. The integrity of each individual involved is at issue, and one of the prime tenets of the Judicial System is to uphold this integrity irrespective of case outcomes.

- The Chair of the Community Hearing Board is appointed by the President of the Student Association and acts as a coordinator for all Hearing Board activities. The chair maintains correspondence with the Dean of Students.
- The Secretary of the Community Hearing Board is elected from its members and is responsible for maintaining all records of the proceedings.
- Vacancies in the event of a student vacates his or her position on the board the SGA Cabinet will select a replacement.

### **membership responsibilities**

Membership on the Community Hearing Board has first priority for students among out-of-class activities and for non-work related activities for faculty and staff.

Board members will meet the following requirements for membership:

- Maintain confidentiality and remain unbiased during hearing and deliberations.
- Attend all hearings (Only absences due to sickness or personal emergency are excused, no more than two unexcused absences are acceptable).
- Agree to follow college policy.
- Participate in Community Hearing Board Forums to educate the campus about the standards system and receive feedback from the campus community.
- Refrain from voting if there is a conflict of interest between accused and hearing member.

## **procedures**

- All testimony presented to the Community Hearing Board is given under affirmation or oath. Any false testimony is a serious violation of the community code and may lead to serious penalties.
- The hearing boards meet on a regularly scheduled basis. Meetings are scheduled to accommodate the schedules of the Board members and the individuals involved in the case being reviewed.
- Three members of the hearing board constitute a quorum. If there are not Three panel members present, the case will be reassigned for a later date. Each member, including the chairperson, has one vote.
- With the verdict of responsibility, the hearing board has the option to decide sanctioning.  
The sanctions in The Saltire are recommended minimum sanctions and should fit the action.
- All actions of the Community Hearing Board are reported to the Dean of Students.
- Failure to appear before a hearing board may bring about the finding of responsibility and the student may lose his/her right to appeal.

### **I. ADMINISTRATIVE HEARINGS**

Confidentiality is essential to the protection of the rights and personal integrity of all individuals involved in a case. The Dean of Student or his or her designee, the accused, and witnesses all are required not to discuss proceedings with anyone outside of the hearing or meeting. Maintaining confidentiality is not just a premise that is hoped for, it is an explicit duty of all Hearing Officers and others involved in the case.

The integrity of each individual involved is at issue, and one of the prime tenets of the Judicial System is to uphold this integrity irrespective of case outcomes.

- The Dean of Students and his or her designee has the authority to hear cases involving any case for which suspension is the minimum sanction. The President of the College bestows this authority upon the Dean of Students.

## **procedures**

- All testimony presented to the Dean of Students is given under affirmation or oath. Any false testimony is a serious violation of the community code and may lead to serious penalties.
- Administrative Hearing will be scheduled individually with Dean of Students (or designee) and the student. Meetings are scheduled to accommodate the schedules of the Dean of Students and the individuals involved in the case being reviewed.
- The Dean of Students may use any sanction he or she deems appropriate to the violation upon a decision of responsibility. This includes the sanction of Suspension and dismissal.
- Failure to appear before a hearing body may bring about the finding of responsibility and the student may lose his/her right to appeal.

## **J. APPEAL PROCEDURES**

### **Appeal of Decisions General Guidelines**

If an accused student is found responsible for a violation by Hall Council or Community Hearing Board he or she has the right to appeal that decision to the Dean of Students. All appeals must be submitted in writing to the Dean of Students by 5:00 PM on the second working day after the initial decision is rendered.

To appeal a decision by the Dean of Students, an appeal may be submitted to the Dean of the College. All appeals must be submitted in writing to the Dean of the College by 5:00 PM on the second working day after the initial decision is rendered.

The appeal process is not an opportunity to rehear a case. An appeal will be granted only if one or more of the following conditions are met:

- Severity or impropriety of consequences over and above the nature of the incident
- New evidence not reasonably available at the time of the original hearing
- Violation of College judicial procedures, including claims that the hearing was not conducted fairly or that the decision was not supported by preponderance of evidence. An appeal is a ruling on the finding of the previous adjudicating body. It is not a new hearing on the original evidence. All record of proceedings of the previous adjudicating body will be made available to the appellate body.

Consequences imposed on individuals deemed responsible are "frozen" until the case is closed; that is, while the appeal process is ongoing no consequences may be enforced.

## **Appeal of Hall Council Decisions**

Decisions rendered may be appealed to (1) the Dean of Students, (2) the Dean of the College **IN THAT ORDER**.

## **Appeal of Community Hearing Board Decisions**

Decisions rendered may be appealed to (1) the Dean of Students, (2) the Dean of the College **IN THAT ORDER**. At each level, the appellate body determines if an appealed case merits being heard, based on the conditions outlined for appeal requests. For example, the Dean of Students will determine, based on review and consultation with appropriate officials, whether or not an appeal will be heard. Cases in which appeals are denied are considered closed unless otherwise determined by the Dean of Students or the Dean of the College.

## **Appeal of Administrative Hearing Decisions**

Decisions rendered by the Dean of Students in Administrative Hearing may be appealed to the Dean of the College.

## **K. SANCTIONS**

### **WARNING**

A *WARNING* may be verbal or written. If verbal, a notation is made in the student's file. If written, an official letter is sent to the student outlining the offending actions, the consequences for those actions, and a warning of possible consequences for continued actions of the same nature. Notice of warnings are placed in the student's file and sent to the appropriate college officials.

**REPRIMAND with PROBATION**

A *REPRIMAND* is an official letter indicating the nature of the unacceptable behavior choice(s) and indication of possible consequences for further misconduct. Included with this sanction is *PROBATION* for a period no less than four months.

*PROBATION* is a middle status between good standing and possible suspension from the College. Further misconduct during the probationary period is likely to result in restriction or suspension. A copy of the reprimand letter is placed in the student's file and sent to the appropriate college officials and parents or guardians.

**RESTITUTION**

*RESTITUTION* is compensation for loss, damage or injury through the payment of money or through appropriate work requirement related to the offense.

**LOSS OF PRIVILEGE**

*LOSS OF PRIVILEGE* is the taking away of specified privileges for a designated period of time.

**LIVING AND LEARNING CONTRACT**

A *LIVING AND LEARNING CONTRACT* is a disciplinary letter which places a student on probation with specific requirements. The letter is signed by the student requiring him/her to satisfy certain requirements within a period of time.

**DISCIPLINARY SERVICE**

*DISCIPLINARY SERVICE* is mandatory community service.



## **RESTRICTION**

Under *RESTRICTION* the student continues in attendance, however, he or she will be on probation for a period of up to 12 months, required to perform disciplinary service, and will be ineligible to participate in extracurricular activities during the restriction period. Further misconduct during the restriction period will likely result in suspension. A copy of the restriction letter is placed in the student's file and sent to the appropriate college officials and parents or guardians.

## **SUSPENSION**

*SUSPENSION* is a temporary separation of the student from the College. The student is excluded from the College for a stated period. Tuition and fees are not refundable when a student chooses behaviors that result in suspension. The student may request to be readmitted at the end of the suspension period by writing a letter to the Dean of Students, but readmission is never automatic. The College is under no obligation to readmit a student after a suspension. A copy of the suspension letter is placed in the student's file and sent to the appropriate college officials and parents or guardians. The student may not return to the campus for any reason without permission during the suspension period.

## **DISMISSAL**

*DISMISSAL* is permanent separation of the student from the College. The student is excluded from the College permanently. Tuition and fees are not refundable when a student chooses behaviors that result in dismissal. A notation is placed on the student's permanent file in the Registrar's office. A copy of the dismissal letter is placed in the student's file with the College and sent to the appropriate college officials and parents or guardians. The student may not return to campus for any reason without permission.

## **INTERIM SUSPENSION PENDING HEARINGS AND APPEALS**

Although not a sanction, *INTERIM SUSPENSION* is an action that can be initiated by the Dean of Students for the following reasons:

- a) To ensure the safety and well-being of members of the College community or to protect College property from damage;
- b) To ensure the student's own physical or emotional safety and/or well-being;
- c) If there is reason to believe that the student poses a threat of disruption to or interference with the normal operation of the College.

During *INTERIM SUSPENSION*, a student will be denied access to the College including classes and all other College activities or privileges pending hearings and appeals.

# student government

The Student Government Association (SGA) is the official representative of the student body.

One of the main purposes of the SGA is to foster communication between the administration and the student body. SGA functions as an administrative body and as a service to all community members. The SGA is able to represent student opinion on college committees, and the president and vice-president are able to attend faculty meetings. The results of this communication effort range from subtle to direct. Students are encouraged to take advantage of what the SGA offers. Students are represented by senators who are elected to ensure that their constituents' concerns regarding college affairs are dealt with as effectively as possible. In addition, all SGA Officers welcome visits from students who wish to share their views. SGA is the administration's primary source of student opinion.

The administration and faculty value student opinion and involvement, and urge students to take advantage of their power, constructively, by becoming active members of the SGA.

## **SGA Leaders for 2000-2001**

**President**

**Vice-President**

**Attorney General**

**Student Defense Counsel**

**Treasurer**

**CSF President**

**SAU President**

**Advisor**

**Ryan Maler**

**Eliese Baker**

**Matt Gausman**

**Emily Boothroyd**

**Richard Richey**

**Jen Bruner**

**Neal Bushoven**

# constitution of the SGA

## **preamble**

We the students of St. Andrews Presbyterian College, in order to form a legitimate system of self-governance, provide a forum for community concerns, encourage academic growth complemented by varied student activities, do ordain and establish this Constitution.

## ARTICLE I.

### **Name**

This organization is to be known as the St. Andrews Student Government Association, hereinafter referred to as the SGA.

## ARTICLE II.

### **Membership**

Every student at St. Andrews Presbyterian College is a member of the SGA.

## ARTICLE III.

### **Officers of the SGA**

#### Section 1

The following officers of the SGA shall be elected by the members of the SGA: the President and Vice President of the SGA, the Attorney-General, the Student Defense Counsel, the President of the Student Activities Union, and the President of the Christian

Student Fellowship. Residence Hall Presidents and Vice Presidents shall be elected by the members of each Residence Hall. The Senate may designate other officers of the SGA as elected officers.

## Section 2

Cabinet Officers shall be elected by simple majority. If no candidate receives a simple majority a run-off election shall be held. In all other elections the candidate with the highest number of votes will be declared the winner.

## Section 3

All elected members of the SGA as well as all other students with leadership positions in the SGA must be full time students and must have, at the time they assume office, a 2.5 cumulative grade point average (CGPA) and not be on social or academic probation, and must maintain such CGPA throughout their term. If the CGPA of a member or officer falls below 2.5, or the person is on academic probation, then it is the responsibility of the member or officer to report the fact to the Judicial Committee and to tender, in conjunction with such report, the member's or officer's resignation. Failure to report a CGPA below 2.5 is considered a Community Honor Code violation, which may subject the member or officer to disciplinary action as outlined herein. The Faculty Executive Committee may grant exemptions to these eligibility requirements.

## Section 4

The terms of office of the officers of the SGA shall be one year in length and shall commence and end on the third Tuesday in April of each year.

## Section 5

### **Board of Elections**

- A. Authority for administering all voting procedures in the SGA shall be vested in a Board of Elections.
- B. The Board of Elections shall consist of 5 members of the SGA at large, one of whom shall be designated the chair, and shall be nominated by the President of the SGA and approved by the Student Senate. The Board of Elections shall choose a faculty advisor.
- C. The Senate with the concurrence of the Cabinet shall establish the by-laws concerning the functioning of the Board of Elections and procedures for elections. No changes in these by-laws shall take effect until after an election has occurred.

## Section 6

### **Impeachment**

Any elected or appointed officer of the SGA may be removed from office for neglect of duty, misconduct or malfeasance of office, and/or any constitutional violations by a two-thirds majority vote of the Senate.

## ARTICLE IV. **LEGISLATIVE DEPARTMENT**

### Section 1

#### **The Student Senate**

The legislative power of the SGA shall be vested in the Student Senate.

## Section 2

### **Membership**

The Student Senate shall consist of the Vice-President of the SGA, the President and Vice-President of each residence hall, and two off-campus student representatives. The Student Senate shall elect a faculty advisor.

## Section 3

### **Officers**

The officers of the Student Senate shall be the President, President Pro Tempore, and Secretary.

- A. The Vice President of the SGA shall be the President of the Student Senate and shall be elected in a general election as prescribed in the Elections Bylaws of this Constitution. The President shall call for and preside over meetings of the Senate, oversee the administrative operations of the Senate, form agendas for all Senate meetings, appoint all committees and their chairs, and act as an ex-officio member on all Senate Committees. The President shall only vote in the event of a tie. The President shall perform such additional duties as the Senate may assign. The President of the Senate shall serve as the Senate representative to the Cabinet.
- B. The President Pro Tempore of the Senate shall be elected by the Senate at its first meeting. The President Pro Tempore shall serve in the absence of the President and shall assume the office of the Vice-President should the office be vacated.
- C. The Secretary of the Senate shall be elected by the Senate from outside its membership upon the recommendation of the President of the Senate. The Secretary shall attend to all official correspondence of the Senate and maintain its files and archives.

#### Section 4

#### **Powers and Responsibilities**

The Student Senate shall have authority and responsibility as follows:

- A. The Senate shall consider all questions of student welfare and general student interest, taking action as appropriate.
- B. The Senate shall establish rules governing student life consistent with College policies and the provisions of this Constitution.
- C. The Senate shall allocate SGA funds to chartered student organizations and review monthly audits of SGA accounts by the Treasurer.
- D. The Senate shall establish and enforce its rules of procedure in accordance with the current edition of Robert's Rules of Order.
- E. The Senate shall establish those committees necessary for the operation of the business of the Senate. The Senate shall approve appointments to committees made by the President of the Senate by simple majority vote.
- F. The Senate shall establish a Budget Committee consisting of five appointed Senators and shall be chaired by the SGA Treasurer. After receiving the Treasurer's budget proposal, this committee shall review the budget requests of officially chartered organizations. The Budget Committee shall then refer their revised proposal to the entire Senate for approval. Upon Senate ratification by majority vote, the President of the Senate shall present this budget to the President of the SGA for approval or veto. This committee shall meet regularly and make reports to the Senate concerning the financial status of the SGA.
- G. The Senate may require reports from any officer of the SGA and any chartered or subsidiary organization..



- H. The Student Senate shall appoint the editor of The Lance and the Lamp and Shield or provide a procedure for their selection.
- I. The Senate shall create procedures for the election of residence hall officers.
- J. The Senate shall impeach any officer of the SGA charged with and found guilty of malfeasance or non-feasance in office, with the concurrence of two-thirds of the Senators present and voting.
- K. The Senate shall normally meet weekly, with times and locations to be determined by the Senate. All Senate meetings shall be open to all members of the College Community unless the meeting is closed by a 3/4 vote of the Senate. Additional requirements for a closed meeting may be found in the Bylaws of the Student Senate.
- L. A quorum shall consist of ten (10) senators. No official business of the Senate may be conducted without a quorum.
- M. Nothing in this Constitution or its Bylaws shall be construed to deny the right of any student to initiate legislation by petition, and the Senate may prescribe the procedure for the initiation of legislation.
- N. The Senate shall not enact any legislation abridging the authority of the Trustees, Administration, or Faculty of the College.

## ARTICLE V. **EXECUTIVE DEPARTMENT**

### Section 1

#### **The President**

The executive power shall be vested in a President of the SGA, who shall be elected according to procedures outlined in this Constitution.

A student must be a rising academic junior or senior to occupy the office. If a vacancy occurs within the office of the President by graduation, resignation, or removal, the Vice-President shall succeed to the office of President.

### Section 2

#### **Powers and Responsibilities of the President**

- A. The President shall preside over the Cabinet and shall be responsible for the overall direction and organization of the SGA.
- B. The President from time to time shall give to the Student Senate information pertaining to the state of the SGA, and shall recommend for its consideration such measures judged necessary and expedient.
- C. The President, as the official representative of the SGA, shall respond to actions taken or proposals made in areas of general student concern.
- D. The President shall uphold all provisions of this Constitution, the Bylaws and the Laws of the SGA, and shall oversee their faithful execution.
- E. The President may call special meetings of the Student Senate.
- F. The President may require a formal written interpretation from the Attorney General of any provision of the Constitution, its Bylaws, or of any charter, law of the SGA, or administrative action, but final interpretation of all Constitutional questions shall rest with the Student-Faculty Appellate Court.

- G. The President shall make appointments under this Constitution with the concurrence of the Cabinet and the approval of the Senate.
- H. The President shall, with the concurrence of the Cabinet, recommend to the Faculty Executive Committee student members for appointment to faculty committees.
- I. The President may appoint, with Cabinet approval, staff assistants or aides not provided for in this Constitution who shall serve at the pleasure of the President.

### Section 3

#### **Cabinet: Membership, Duties, Powers, Terms of Office, Eligibility**

- A. The Cabinet shall be composed of the President, Vice-President, Attorney General, Student Defense Counsel, Treasurer, President of the Student Activities Union, and the President of the Christian Student Fellowship. These officers shall appoint a Secretary. The Cabinet shall choose an advisor.
- B. The Cabinet shall aid in the coordination of student programs. It shall make recommendations to, ask opinions of, and hear all College related bodies, and implement student legislation.
- C. The Cabinet shall monitor all operating codes, Bylaws, and memberships of all student organizations.
- D. The Cabinet shall appoint other executive committees required for the performance of the Constitutional duties assigned to the Executive Department.

## Section 4

### **Cabinet Officers: Duties and Responsibilities**

#### **A. Attorney General**

The Attorney General, as the chief student judicial officer of the SGA, shall advise the Cabinet on the status of the Judiciary Department. The Attorney General shall serve as legal counsel to the Cabinet, and may be asked to give opinions on constitutional interpretations. The Cabinet may direct the Attorney General to initiate action on behalf of the SGA if the constitutionality of an action is questioned. The Attorney General shall appoint Assistant Attorneys General, with the approval of the Student Senate, to assist in the execution of the duties and functions of that office. The Attorney General shall perform those duties assigned to that office under the Student Judicial System in The Saltire. The Attorney General shall present cases before hearings as prescribed in the Student Judicial System.

#### **B. Treasurer**

The Treasurer has jurisdiction over all financial affairs of the SGA. The Treasurer shall advise the Cabinet on the financial status of the SGA and all chartered organizations. Working in consultation with Senate Budget Committee, the Treasurer shall submit a budget for Senate consideration two weeks after the beginning of the fall term. The Treasurer shall conduct a monthly audit of each student organization and may freeze unencumbered SGA funds with Cabinet approval. The Treasurer shall chair and call meetings of the Leadership Council.

#### **C. Secretary**

The Secretary shall keep and distribute minutes of Cabinet meetings and assist in the communication of Student Government information among students and within the broader St. Andrews community.

#### **D. Student Defense Counsel**

The Student Defense Counsel shall act on behalf of and at the request of individual members of the student body in judicial matters, shall be present at all hearings at which the Attorney General is also present and shall provide judicial consultation to the cabinet concerning student rights and privileges.

#### **Section 5**

##### **The Saltire Review Committee**

- A. The President, in consultation with the Dean of Students and with the concurrence of the Cabinet, shall appoint a Saltire Review Committee and designate one of its members as the chair.
- B. The Saltire Review Committee shall review the Saltire and receive any recommendations relative to any of its provisions. The Saltire Review Committee may, with the approval of the Senate, make recommendations to the faculty Student Affairs Committee for changes in the Saltire.

#### **Section 6**

##### **The Leadership Council**

The Leadership Council, chaired by the Treasurer, shall be composed of the Presidents (or delegates) of all campus organizations receiving SGA funding. The Student Affairs Office shall recommend and advisor.

## ARTICLE VI. **RESIDENCE HALL ORGANIZATION**

### Section 1

#### **Residence Hall Officers**

- A. Each residence hall shall elect from within the residence hall membership a President, Vice-President and Social Chairperson in accordance with procedures outlined in the Elections By-Laws of this Constitution. These officers must be full-time residents of the residence hall.
- B. If a vacancy occurs within the office of the President by graduation, resignation, or removal, the Vice-President shall succeed to the office of the President. If the office of the Vice-President becomes vacant by succession, graduation, resignation or removal, the office shall be filled by a duly constituted residence hall election. If both offices are vacated simultaneously, the offices shall be filled by a residence hall election.
- C. A residence hall President and Vice-President, as well as an off campus representative to the Student Senate, may be impeached by a two-thirds vote of his/her constituents.

### Section 2

#### **Residence Hall Councils: Memberships and Powers**

- A. A Residence Hall Council shall meet regularly and shall be responsible for the general welfare of the students in a particular residence hall and shall perform those judicial functions assigned to it.
- B. The membership of each Residence Hall Council shall consist of the President, Vice-President, Social Chairperson, and Suite Leaders of the respective residence halls. The Resident Director for the hall will serve as advisor capacity to the Council, but shall not have voting privileges. Any member of the Council may call Residence Hall Council meetings.

- C. The Residence Hall Council shall have the power to make policies pertaining to the residence hall, not in conflict with college policies, and to oversee social plans of the residence hall.

## ARTICLE VII. **STUDENT ACTIVITIES UNION**

### Section 1

#### **Membership**

The Student Activities Union (SAU) consists of one representative from each residence hall, one member of the Christian Student Fellowship, one member of the Black Student Union, appointed committee chairpersons and their committee members, four executive officers, and the Director of Student Involvement, who acts as the advisor to SAU.

The President and Vice-President of SAU cannot be officers of any other organized campus group in order to eliminate conflicts of interest or biases in decision making.

### Section 2

#### **Duties**

The SAU shall coordinate some of the residence hall programming and all campus-wide social activities in cooperation with the Student Affairs Office and other student organizations.

### Section 3

#### **President**

The President of SAU shall be responsible for the overall organization of campus-wide social activities and shall preside over all meetings of the Union.

## ARTICLE VIII. **CHRISTIAN STUDENT FELLOWSHIP**

### Section 1

#### **Membership**

The Leadership Council of the Christian Student Fellowship consists of a President, Vice-President, Secretary, Treasurer and Social Chair. The Leadership Council shall choose an advisor.

### Section 2

#### **Duties**

The Christian Student Fellowship shall coordinate programs to further spiritual growth in the college community, sponsor the activities of the various standing committees, provide the means by which college and community communications and understanding may be promoted, and make appropriations for such programs.

### Section 3

#### **The President**

The President of the Christian Student Fellowship shall be responsible for the overall organization of the activities sponsored by the Fellowship. Additional duties of the President are listed in the By-Laws of the Fellowship.



## ARTICLE IX. **AMENDMENTS**

### Section 1

The Senate may propose an amendment to this Constitution by a two-thirds vote of its membership. The proposed amendment shall be posted in the Belk Center for two weeks, at the end of which time it is presented to all SGA members for a vote. A two-thirds vote of the SGA members voting is necessary for adoption. If adopted, it is subject to the approval of the Faculty and becomes effective with the signature of the President of the College and the approval of the Board of Trustees.

### Section 2

The members of the SGA may initiate an amendment by presenting a petition to the President of the SGA signed by at least one-third of the members of the SGA as verified by the Registrar of the College. The President of the SGA shall post the proposed amendment in the Belk Center for two weeks, at the end of which time it shall be presented to the SGA for a vote. A two-thirds vote of the SGA members voting is necessary for adoption. If adopted, it is subject to approval of the Faculty and becomes effective with the signature of the President of the College and the approval of the Board of Trustees.

## ARTICLE X. **RATIFICATION**

### Section 1

This Constitution shall become effective upon ratification by a majority of the students voting, the Student Affairs Committee of the Faculty, and with the signature of the President of the College and the approval of the Board of Trustees.

## Section 2

Upon ratification of this Constitution as proposed on April 12, 2000, the present Constitution of the SGA of St. Andrews Presbyterian College shall be null and void.

### **ELECTION BOARD BY-LAWS AND PROCEDURES**

- A. The Board of Elections shall announce elections for the offices through public notices
- B. Five business days after the announcement of elections, nomination forms will be made available in the place or places designated by the Board of Elections. Nominations can be made by one's self or by a group of 3 people. The nomination forms, which shall be available for 5 business days, shall require the name, address, box number, and office sought by each candidate.  
The following eligibility requirement shall be listed on each nomination form:

*"To be eligible to run for an office, with the exception of Suite Leader, a candidate must be a full-time student and must have and maintain a 2.5 GPA and not be on social or academic probation."*

In the case where permission for an exception must be granted by the Faculty Executive Committee, the candidate is responsible for obtaining the exception through the Office of the Dean of the College and shall attach to the filing form a statement signed by the Dean of the College or an appointed representative stating that such an exception has been granted to the candidate.

- C. The Chairperson of the Board of Elections or his/her designated representative shall collect daily any nomination forms that have been filed and take them to the Office of the Registrar who will determine which candidates meet the eligibility requirements.

As soon as the Registrar's Office has made this check, the forms can be picked up by the Chairperson or her/his designated representative and posted in the place or places designated by the Board of Elections.

- D. Elections shall be held on the fifth business day following the close of nominations. In the event that this day conflicts with a College recess, the election shall be held within the next 3 class days. Voting shall be conducted by secret ballot, with candidates listed in alphabetical order under the office they seek.. The Board of Elections shall conduct the election from 9 AM to 6 PM in the place or places designated by the Board of Elections. In the event it is necessary, the Chairperson of the Elections Board shall appoint, with the President of the SGA's approval, non-candidates to help cover the polls. These people will not count votes and will not act in any other manner as a member of the Board of Elections.
- E. People presenting evidence that they will be absent from campus or unable to vote shall be granted an absentee ballot by the Board of Elections. Absentee requests will be accepted from the close of nominations to 5 PM on the day before the election. All absentee ballots shall be taken to the Faculty advisor of the Board of Elections or another designated Faculty member, who shall keep the absentee ballots until the close of polls on election day, at which time they will be delivered to the place where all ballots are counted.

- F. Upon closing of the polls, all remaining ballots shall be destroyed and the ballotboxes transported to a previously designated site, where the Board of Elections shall proceed to count the ballots. Should less than a majority of the members of the Board be present, the advisor to the Board or another designated Faculty member shall impound all ballots until such time as a majority can be assembled. In the event that the advisor to the Board of Elections cannot be present during the vote counting, another designated Faculty member must be present. No other persons shall be admitted. Only members of the Board shall actually count the ballots.
- G. Results of the voting shall be posted as soon as they are completed for all offices in the place or places designated by the Board of Elections. All ballots shall be collected by the advisor to the Board of Elections and held for one month or until all challenges to election results have been completed, after which they shall be destroyed.
- H. Appeals of Elections Board results must be made by 6 PM, two business days after the closing of the polls. The appeal shall be made to the Chairperson of the Student-Faculty Appellate Court, which shall hear and decide the case within one week of the filing of an appeal. The Attorney General of the SGA shall represent the Board of Elections in all such cases. The right to request a recount is automatic for all candidates and must be honored.

- I. Winners of Cabinet Officer elections will be declared by a simple majority. If a simple majority does not exist, one run-off will be held within 5 business days after the general election. The persons who receive the two highest number of votes will be considered the candidates in the run-off election. If the run-off election results in a tie, the Senate shall vote to determine the winner.
- J. Winners of all other elections shall be those candidates who receive the most votes in each race. In elections for seats on boards or committees, winner shall be determined by taking the candidates in descending order of votes until all seats have been filled. In the event that there is a tie between candidates in a race, there shall be one run-off election to be held 5 business days after the general election. The ballot shall list only the names of those candidates who tied for the high vote. The winner shall be the person who receives the highest number of votes. If the run-off election results in another tie, the Senate shall vote to determine the winner.

# APPENDICES

## APPENDIX A

### **joint statement on rights and freedoms of students**

In June 1967, a joint committee comprised of representatives from the American Association of University Professors, U. S. National Student Association, Association of American Colleges, National Association of Student Personnel Administrators, and National Association of Women Deans and Counselors, met in Washington, D. C. , and drafted the Joint Statement on Rights and Freedoms of students published below.

The multilateral approach which produced this document was also applied to the complicated matter of interpretation, implementation, and enforcement, with the drafting committee recommending (a) joint efforts to promote acceptance of the new standards on the institutional level, (b) the establishment of machinery to facilitate continuing joint interpretation, (c) joint consultation before setting up any machinery for mediating disputes or investigating complaints, and (d) joint approaches to regional accrediting agencies to seek embodiment of the new principles in standards of accreditation.

### **preamble**

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Institutional procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic freedom of students outlined below are essential to any community of scholars.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. Each college and university has a duty to develop policies and procedures which provide and safeguard this freedom. Such policies and procedures should be developed at each institution within the framework of general standards and with the broadest possible participation of the members of the academic community. The purpose of this statement is to enumerate the essential provisions for student freedom to learn.

### **I. Freedom of Access to Higher Education**

The admission policies of each college and university are a matter of institutional choice provided that each college and university makes clear the characteristics and expectations of students which it considers relevant to success in the institution's program.

While church-related institutions may give admission preference to students of their own persuasion, such a preference should be clearly and publicly stated. Under no circumstances should a student be barred from admission to a particular institution on the basis of race. Thus, within the limits of its facilities, each college or university should be open to all students who are qualified according to its admission standards.

The facilities and services of a college should be open to all its enrolled students, and institutions should use their influence to secure equal access for all students to public facilities in the local community.

## **II. In the Classroom**

The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

### **A. Protection of Freedom of Expression**

Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

### **B. Protection Against Improper Academic Evaluation**

Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

### **C. Protection Against Improper Disclosure**

Information about student views, beliefs, and political associations which professors acquire in the course of their work as instructors, advisors, and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.



### **III. Student Records**

Institutions should have a carefully considered policy as to the information which should be a part of a student's permanent educational record and as to the conditions of its disclosure. To minimize the risk of improper disclosure, academic and disciplinary records should be separate, and the conditions of access to each should be set forth in an explicit policy statement. Transcripts of academic records should contain only information about academic status. Information from disciplinary or counseling files should not be available to unauthorized persons on campus, or to any person off campus without the express consent of the student involved except under legal compulsion or in cases where the safety of persons or property is involved. No records should be kept which reflect the political activities or beliefs of students. Provisions should also be made for periodic routine destruction of non-current disciplinary records. Administrative staff and faculty members should respect confidential information about students which they acquire in the course of their work.

### **IV. Student Affairs**

In student affairs, certain standards must be maintained if the freedom of students is to be preserved.

#### **A. Freedom of Association**

1. The membership, policies, and actions of a student organization usually will be determined by vote of only those persons who hold bona fide membership in the college or university community.
2. Affiliation with an extramural organization should not of itself disqualify a student organization from institutional recognition.

3. If campus advisors are required, each organization should be free to choose its own advisor.
4. Student organizations may be required to submit a statement of purpose, criteria for membership, rules of procedures, and a current list of officers.
5. Campus organizations, including those affiliated with an extramural organization, should be open to all students without respect to race, creed, or national origin, except for religious qualifications which may be required by organizations whose aims are primarily sectarian.

#### **B. Freedom of Inquiry and Expression**

1. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately. They should always be free to support causes by orderly means, which do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations, students or student organizations speak only for themselves.
2. Students should be allowed to invite and to hear any person of their own choosing. Those routine procedures required by an institution before a guest speaker is invited to appear on campus should be designed only to ensure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities should not be used as a device of censorship.

It should be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the institution.

### **C. Student Participation In Institutional Government**

As constituents of the academic community, students should be free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body.

The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs. The role of the student government and both its general and specific responsibilities should be made explicit and the actions of the student government within the areas of jurisdiction should be reviewed only through orderly and prescribed procedures.

Student publications and the student press are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinion on various issues on the campus and in the world at large.

Whenever possible, the student newspaper should be an independent corporation financially and legally separate from the university. Where financial and legal autonomy is not possible, the institution, as the publisher of student publications, may have to bear the legal responsibility for the contents of the publications. In the delegation of editorial responsibility to students, the institution must provide sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity of

purpose as vehicles for free inquiry and free expression in an academic community.

#### **D. Student Publications**

Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of the student publications, the standards to be used in their evaluation, and the limitations on external control of their operation. At the same time, the editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, documented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.

As safeguards for the editorial freedom of student publications the following provisions are necessary.

1. The student press should be free of censorship and advance approval of copy, and its editors and managers should be free to develop their own editorial policies and news coverage.
2. Editors and managers of student publications should be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes should editors and managers be subject to removal and then by orderly and prescribed procedures. The agency responsible for the appointment of editors and managers should be the agency responsible for their removal.
3. All university published and financed student publications should explicitly state on the editorial page that the opinions there expressed are not necessarily those of the college, university, or student body.

## **V. Off-Campus Freedom of Students**

### **A. Exercise of Rights of Citizenship**

College and university students are both citizens and members of the academic community. As citizens, students should enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy and, as members of the academic community, they are subject to the obligations which accrue to them by virtue of this membership. Faculty members and administrative officials should ensure that institutional powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of the rights of citizenship both on and off campus.

### **B. Institutional Authority and Civil Penalties**

Activities of students may, upon occasion, result in violation of law. In such cases, institutional officials should be prepared to apprise students of sources of legal counsel and may offer other assistance. Students who violate the law may incur penalties prescribed by civil authorities, but institutional authority should never be used merely to duplicate the function of general laws. Only where the institution's interests as an academic community are distinct and clearly involved should the special authority of the institution be asserted. The student who accidentally violates institutional regulations in the course of his/her off-campus activity such as those relating to class attendance, should be subject to no greater penalty than would normally be imposed. Institutional action should be independent of community pressure.

## **VI. Procedural Standards in Disciplinary Proceedings**

In developing responsible student conduct, disciplinary proceedings play a role substantially secondary to example, counseling, guidance, and admonition.

At the same time, educational institutions have a duty and the corollary disciplinary powers to protect their educational purpose through the setting of standards of scholarship and conduct for the students who attend them and through the regulation of the use of institutional facilities. In the exceptional circumstances when the preferred means fail to resolve problems of student conduct, proper procedural safeguards should be observed to protect the student from the unfair imposition of serious penalties.

The administration of discipline should guarantee procedural fairness to an accused student. Practices in disciplinary cases may vary in formality with the gravity of the offense and the sanctions which may be applied. They should also take into account the presence or absence of a Community Code, and the degree to which the institutional officials have direct acquaintance with student life in general and with the involved student and the circumstances of the case in particular. The jurisdictions of faculty or student judicial bodies, and disciplinary responsibilities of institutional officials and the regular disciplinary procedures, including the student's right to appeal a decision, should be clearly formulated and communicated in advance. Minor penalties may be assessed informally under prescribed procedures.

In all situations, procedural fair play requires that the student be informed of the nature of the charges against him/her, that he/she be given a fair opportunity to refute them, that the institution not be arbitrary in its actions, and that there be provision for appeal of a decision.

The following are recommended as proper safeguards in such proceedings when there are no honor codes offering comparable guarantees.

#### **A. Standards of Conduct Expected of Students**

The institution has an obligation to clarify those standards of behavior which it considers essential to its educational mission and its community life. These general behavioral expectations and the resultant specific regulations should be as free as possible from imposed limitations that have no direct relevance to his/her education. Offenses should be as clearly defined as possible and interpreted in a manner consistent with the aforementioned principles of relevance and reasonableness.

Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available body of institutional regulations.

#### **B. Investigation of Student Conduct**

Except under extreme emergency circumstances, premises occupied by students and the personal possessions of students should not be searched unless appropriate authorization has been obtained. For premises such as residence halls controlled by the institution, an appropriate and responsible authority should be designated to whom application should be made before a search is conducted. The application should specify the reasons for the search and the objects or information sought.

The student should be present, if possible, during the search. For premises not controlled by the institution, the ordinary requirements for lawful search should be followed.

1. Students detected or arrested in the course of serious violations of institutional regulations, or infractions of ordinary law, should be informed of their rights. No form of harassment should be used by institutional representatives to coerce admissions of guilt or information about conduct of other suspected persons.

### **C. Status of Student Pending Final Action**

Pending action on the charges, the status of a student should not be altered, nor his/her right to be present on the campus and to attend classes suspended, except for reasons relating to his/her physical or emotional safety and well-being, or for reasons relating to the safety and well-being of students, faculty, or university property.

### **D. Hearing Committee Procedures**

When the misconduct may result in serious penalties and if the student questions the fairness of disciplinary action taken against him/her, he/she should be granted, on request, the privilege of a hearing before a regularly constituted hearing committee.

The following suggested hearing committee procedures satisfy the requirements of procedural due process in situations requiring a high degree of formality.

1. The hearing committee should include faculty members or students, or if regularly included or requested by the accused, both faculty and student members. No member of the hearing committee who is otherwise interested in the particular case should sit in judgment during the proceeding.



2. The student should be informed, in writing, of the reasons for the proposed disciplinary action with sufficient particularity, and in sufficient time, to ensure opportunity to prepare for the hearing.
3. The student appearing before the hearing committee should have the right to be assisted in his/her defense by an advisor of his/her choice.
4. The burden of proof should rest upon the officials bringing the charge.
5. The student should be given an opportunity to testify and to present evidence and witnesses. He/she should have an opportunity to hear and question adverse witnesses.
6. All matters upon which the decision may be based must be introduced into evidence at the proceeding before the hearing based solely upon such matters. Improperly acquired evidence should not be admitted.
7. In the absence of a transcript, there should be both a digest and a verbatim record, such as a tape recording, of the hearing.
8. The decision of the hearing committee should be final, subject only to the student's right of appeal.

## **APPENDIX B**

### **sexual assault/rape policy**

#### **preface**

St. Andrews values the health and safety of every individual on campus and expects students to treat others with respect and dignity. Any behavior which causes the sexual abuse/assault of another person will not be tolerated, is a violation of the Student Code of Conduct, and may result in sanctions up to a student's dismissal from the College. Disciplinary action on the part of the College does not preclude the possibility of criminal charges against the accused individual.

St. Andrews recognizes the critical need for policies and programs that support the victim/survivor and encourages victims/survivors to report sexual assaults to an appropriate College staff member.

Because the College is committed to providing a working and learning environment that is free from all forms of abuse, harassment or coercive conduct, we seek to educate the community in an effort to prevent rape and sexual assault. This policy seeks to protect the rights of all members of the college community to be treated with respect and dignity.

### **definition of sexual assault/rape**

Rape/Sexual assault is the penetration of any bodily orifice by a penis, other body part, any other object perpetrated against the will (without consent) of the victim/survivor regardless of whether the assailant is a stranger or acquaintance. The type of force employed may involve physical violence, coercion, or the threat of harm to the victim/survivor. Rape/Sexual assault can occur any time of the day or night, at home, in the work place, in social settings, and in public places. Both men and women have been raped/sexually assaulted by strangers, people whom they have known and trusted, and people whom they have dated.

### **acquaintance/date rape**

The most prevalent form of rape on a college campus is acquaintance rape. The acquaintance may be a date or boyfriend of the victim/survivor, or someone the victim/survivor knows only casually, from a residence hall, a class, a club, or through mutual friends.

Regardless of the relationship between them, if one person coerces another into submitting to sexual intercourse/penetration for which consent has not been given, the act is defined as rape. The same criminal law and penalties apply in cases of acquaintance rape as in cases of stranger rape.

## **other sexual assaults**

Many college students are victims of sexual assaults in which there is not penetration. Examples include the unwanted touching of an intimate part of another's body or removing another's clothing against his/her will. In addition, the College Sexual Harassment Policy deals with other forms of sexual assault.

## **administrative response and penalties**

The College will not tolerate sexual assault in any form, including acquaintance rape. Rape is both a criminal violation of state laws and a violation of the Conditions for Continued Membership.

Where there is probable cause to believe that sexual assault has occurred, the College will pursue administrative judicial action. This judicial action includes the possibility of dismissal from the College.

A student charged with sexual assault can be prosecuted under North Carolina Criminal Statutes and disciplined under the College judicial process. Even if the criminal justice authorities choose not to prosecute, the alleged assailant may be subject to College judicial action.

## **protocol following rape**

When a rape is reported to campus authorities, the welfare of the victim/survivor is paramount and it is critically important that she or he is not victimized again.

- Reassure the victim/survivor; assess situation; do not leave her/him alone.
- With the consent of the victim/survivor, bring her/him to an office or area away from other students.
- Stress importance of immediate medical care for the victim's/survivor's well being and for the documentation and collection of physical evidence of the assault. Transport can be arranged to a local hospital for medical care and/or the collection of evidence kits.
- Encourage victim/survivor to report incident and/or transport her/him to a medical facility.
- With the consent of the victim/survivor, report the incident to one or more of the following college personnel or designee as appropriate.
  - a. Dean of Students
  - b. Assistant Dean for Residence Life or Resident Director
  - c. Director of Public Safety/Campus Police
  - d. Director of Athletics
  - e. Director of Counseling Center
  - f. Director of Health Services
  - g. Vice President for Academic Affairs
- If necessary, arrange through Office of Student Affairs to modify living arrangements if the victim/survivor and the accused live in close proximity.
- With the consent of the victim/survivor, the Dean of Students can set up an immediate administrative hearing process.
- In order to protect the confidentiality of the victim/survivor, all requests for information from concerned students, parents, and press will be referred through the Dean of Students.

- The College will establish a notification process to protect the safety of other students when it is deemed necessary.
- The Dean of Students (or designee) will assure that the victim/survivor will be informed about the existence of the following options:
  - a. Criminal or civil prosecution
  - b. The judicial process of the College
  - c. The availability of mediation
  - d. Alternative housing arrangements
  - e. Academic assistance alternatives
  - f. Availability of counseling and support services on and off campus Rape Crisis Center available 24 hours a day: 276-6268.
- Under the Student Right-to-Know and Campus Security Act the College is required to publish statistics on violent crimes which occur on the campus as defined in the Act Crime statistics pertaining to rape will be compiled by the Dean of Students (or designee) and the Director of Public Safety/Campus Police and published each year and shall not include the victim's/survivor's name, address, or any other identifying information.

## **procedures when the alleged assailant is a St. Andrews student**

If there is sufficient evidence (i.e. probable cause/strong suspicion) to believe that a sexual assault or rape was committed and that the accused individual who attends the College probably committed it, the Dean of Students may immediately interim suspend the alleged assailant from college for a period of up to ten days, pending the outcome of an administrative hearing. An administrative hearing will be established during the 10-day period following the report of the incident to review preliminary evidence and to make recommendations relative to alternative living arrangements for the survivor and arrangements for the alleged assailant, if appropriate.

## **rights of survivors**

1. The right to have any and all rapes/sexual assaults against them treated with seriousness, and the right, as a victim/survivor, to be treated with dignity.
2. The right to full and prompt cooperation from campus personnel in obtaining, securing, and maintaining evidence, including a medical examination, as may be necessary to the proof of criminal sexual assault in subsequent legal proceedings.
3. The right to have a person or persons of her/his choice accompany her/him throughout the judicial hearing which may take an extended period of time.
4. The right to remain present during the entire proceeding.
5. The right as established in State Criminal Codes, not to have his or her irrelevant past sexual history discussed during the hearing.
6. The right to make a "victim impact statement" and to suggest an appropriate penalty if the accused is found in violation of the code.
7. The right to be informed of the outcome of the hearing.

## **If you are raped or sexually assaulted**

1. Get to a safe place.
2. Call a friend.
3. Get medical attention immediately.

The primary purpose of a medical examination following a rape/sexual assault is to check for physical injury, the presence of sexually transmitted diseases or pregnancy as a result of the rape/sexual assault.

The secondary purpose of a medical examination is to aid in the police investigation and legal proceedings.

So get medical attention within 72 hours of a rape/sexual assault. If more than 72 hours have elapsed since the assault, it is still strongly recommended that you have a medical examination to test for pregnancy, sexually transmitted diseases and/or to treat external or internal injuries.

4. Network into existing Support System Talk to your RA, RD, Director or Counseling Services or other College staff person. OR, contact the 24 hour Rape Crisis Line - 276-6268.
5. Reporting - Decide whether you want to report the assault to the police or other authorities. This may be empowering for you, or frightening; a staff member will help.
6. Don't wash, eat, drink, douche, clean, use the bathroom, or change clothes. You want to preserve any evidence. By doing any of these things you may be washing away evidence. If you do change clothes, be sure to save what you were wearing in a paper bag.
7. Believe in yourself. Your behavior did not cause the rape.
8. Take time to recover.
9. Learn more about acquaintance sexual assault.
10. Strengthen yourself. Take self-defense. Work out. Write in a journal.
11. Believe in yourself.



## **APPENDIX C**

### **sexual harassment policy and procedures preamble**

The St. Andrews Presbyterian College Statement of Purpose affirms the identity of the College as an institution of the Presbyterian Church.

As a consequence, the College has special obligations to foster an environment that is based upon the moral and ethical foundations of the Church. Sexual harassment in any situation is reprehensible. It subverts the mission of the College, and threatens the careers of students, faculty members, and staff.

### **statement of policy**

It is the policy of this institution that no member of the academic community may sexually harass another. Unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working or academic environment.

Sexual Harassment defined by these three conditions may involve behavior such as:

**Verbal** - sexual innuendo, humor, jokes, offensive written notes, sexual propositions, insults, threats

**Nonverbal** - leering, whistling, suggestive or insulting sounds and gestures, showing pornographic materials

**Physical** - touching the body (e.g. brushing, patting, pinching), sexual assault, including date rape, or threat of sexual assault.

Incidents of sexual harassment may involve any of the following:

men harassing women, women harassing men, women harassing women, or men harassing men. Sexual harassment is especially serious when it threatens the relationship between student and teacher or the relationship between supervisor and subordinates. Through grades, wage increases, recommendations for graduate study, promotion, and the like, a teacher or a supervisor can have a decisive influence on a student's or a staff member's success and future career at the College and beyond.

When a person is subjected to unwanted sexual attention, a situation is created that may have devastating implications for individual students and staff, and the academic community as a whole. Through fear of reprisal, a student, staff, or faculty member may submit to unwanted sexual attention at the price of debilitating personal anguish or may withdraw from a course or position and thus be forced to change plans for a life's work..

Conversely, a teacher or supervisor may be inhibited from developing a close and professionally appropriate relationship through fear of initiating a misunderstanding as to sexual harassment.

In some cases a person against whom a complaint is directed may be unaware that their behavior is inappropriate or coercive, or one person's actions or words may be misinterpreted by another. Unresolved misunderstandings can interfere with the educational and administrative process even when the action is subject to different interpretations.

Unfounded allegations of sexual harassment also are possible. The institution does not countenance sexual harassment or unfounded charges of sexual harassment (slander). The procedures described below are designed to help the institution distinguish one from the other and to protect the rights of both the person making the complaint and the person accused.

While sexual harassment most often takes place in a situation of power differential between the persons involved, this policy recognizes also that sexual harassment may occur between persons of the same College status, i.e. student-student; faculty-faculty; staff-staff. Thus, in both obvious and subtle ways, the very possibility of sexual harassment may be deeply destructive to individual students and staff. Academic and career relationships may be poisoned by the subtle and destructive overtones of this problem. For these reasons, the students, staff and faculty of St. Andrews believe that a firm stand against sexual harassment and the establishing of procedures specifically designed to resolve complaints of sexual harassment are critically important for this institution.

## **procedures**

A person wishing to make a complaint may choose to contact one of two Sexual Grievance Advisors whose identity and location shall be widely publicized. One Advisor shall be male and one female. The Grievance Advisor will attempt to resolve the complaint informally. The emphasis at this point is upon maintaining confidences and upon settling the complaint privately to the satisfaction of all parties.

As a second step, or as an alternative, a person may take a complaint or charge against a faculty member to the Dean of the College. A person wishing to bring a complaint or charge against a student may contact the Dean of Students. A person wishing to bring a complaint or a charge against a non-faculty employee may contact the Vice President for Finance. This officer of the college shall consider complaints or charges in order to determine whether "just cause" is present to pursue job or disciplinary action and may assemble a hearing body for this purpose. If such action is warranted, existing due process mechanisms for faculty/staff/students discipline or dismissal shall be utilized.

Due process procedures for formal complaints or charges against students are described within this handbook. If a student is charged with violation of sexual harassment policy, the Dean of Students may appoint a special hearing body to hear and adjudicate the case. Due process procedures for formal complaints or charges against members of the faculty are described in the Faculty Handbook, and due process procedures for complaints or charges against non-faculty employees are in the Staff Manual.

## **management of the sexual harassment policy**

### **1. coordination**

Sexual harassment cases requiring counseling can occur across more than one administrative line of responsibility. The appointment of a long term Grievance Coordinator with sufficient reduction of other responsibilities insures that continuity and "institutional" memory are maintained in resolving sexual harassment complaints. The obligations of this position would include: obtaining annually, sealed written reports of all cases from the current Grievance Advisors, securing the reports; noting any patterns of misconduct and advising the appropriate administrator thereof; keeping ongoing statistics and reporting them annually to the President, the Dean of the College, the Dean of Students, the Chief Financial Officer and to the Faculty; training new Grievance Advisor-appointees; and generally insuring that policies, procedures and the educational program do not fall between the cracks and that the system works (Alexander, Holmes, Melton memo of April 12, 1990.)

In addition, two Grievance Advisors who represent differences in style, gender and background should be appointed periodically by the President with the advice of the College Council.

Faculty and staff appointees should have demonstrated that they are able to maintain confidentiality, are willing to become knowledgeable in laws, policies and procedures concerning sexual harassment, are experienced in counseling or advising, and are widely respected in the college community.

Because situations in these areas can occur in all administrative areas, an advisory committee will be created to emphasize the commitment of the College to the avoidance of sexual harassment and to represent and co-ordinate efforts in administrative areas.

The Committee will be composed of the Dean of Student (chair), a representative of the Dean of the College, a representative of the Vice-President for Finance, a representative of student government, and a representative of the Staff Advisory Committee; a counselor from the Career and Personal Counseling Center, and the Coordinator of Health and Wellness Services, and will meet at least once a year.

## **2. funding**

Specific funds are needed for training the Grievance Coordinator and the Grievance Advisors, and for educational materials for annual informative sessions for students, the faculty and staff.

## **3. guidelines for the education of members of the St. Andrews community.**

The following procedures have been based on recommendations from the Alexander, Holmes, Melton memo of April 12, 1990 that:

- a) The Dean of Students work with SAGE teams for the educational component on sexual harassment for students, including materials and a brief session for freshmen during Orientation, training AC's and RA's in the procedural process, and insuring that the brochure and policy statement are available on residence hall bulletin boards and the Belk Center each year.  
A poster should be developed naming the current two Advisors for display in public areas.
- b) The Staff Advisory Committee determine how to communicate the policies and procedure annually to all categories of the college staff, (and to insure that the brochure is made available to all the staff), how new employees may be oriented about sexual harassment, and see that the current policy appears in the Staff Manual.

- c) A brief segment of Faculty Prep Week continue to be set aside for a refresher on sexual harassment, a statistical report on cases resolved by the Grievance Advisors, and dissemination of the sexual harassment brochure with the names of the current Grievance Advisors included (and the policy for those who have not kept a copy).
- d) Administrators and faculty be educated to use the system should a sexual harassment victim approach them initially, rather than attempting to resolve the problem unilaterally. Since professional experience is vital in counseling extreme cases of sexual assault, the procedures for such situations developed by the Dean of Students, shall be included in educational session.

## **APPENDIX D**

### **grievance procedure for students with disabilities**

Students with disabilities are responsible for contacting Disability and Academic Support Services if reasonable accommodations are not implemented in an effective or timely way. Disability and Academic Support Services works with faculty, staff and disabled students to resolve disagreements regarding recommended accommodations. Students with disabilities who believe they have been discriminated against on the basis of their disability may file a grievance with the Office of the Vice President for Administration and Finance.

### **grievance procedure Americans with Disabilities Act (ADA)**

The Americans with Disabilities Act of 1990 (ADA) was enacted to protect individuals with disabilities against the problem of discrimination in such critical areas as employment, housing, public accommodations, education, transportation, communication, health services, and access to public services.

The purpose of the act is to provide a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities, to bring persons with disabilities into the economic and social mainstream, and to provide enforceable standards addressing discrimination against individuals with disabilities.

The Vice President for Administration and Finance is responsible for coordinating St. Andrews efforts to comply with the ADA and Section 504 of the Rehabilitation Act of 1973.



## **procedure for filing a discrimination complaint based on disability**

The ADA also requires St. Andrews to adopt and publish grievance procedures. An individual who believes she or he has been discriminated against on the basis of disability can file a complaint with The Office of the Vice President for Administration and Finance. An individual, whether disabled or not, may file a charge if the person believes that she or he has been discriminated against based on an association with a person with a known disability.

To file a complaint alleging discrimination, notify either the Director of Disability and Academic Support Services or the Vice President for Administration and Finance in-person or in writing, and provide the following information:

- the issue involved in the alleged discriminatory act;
- identification of the complaining party's alleged disability;
- the date of the alleged discriminatory act(s);
- details of what allegedly occurred; and
- identification of witnesses who have knowledge of the alleged discrimination.

After receiving a complaint, the Vice President for Administration and Finance will convene a committee which includes three members of the Disability Committee and up to three other people who may have connections to and/or information in regards to the complaint.

If it is determined by the committee that law and/or St. Andrews policy was violated, a remedy to the problem will be offered. If it is determined that there was no violation, the complainant will be informed, and other options for possible resolution of the complaint will be explained.

Differences and disputes may arise between St. Andrews and individuals with disabilities as a result of misunderstandings. The Office of the Vice President for Administration and Finance will attempt to resolve such disputes effectively through informal negotiation or mediation procedures.